

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 36-2005

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Personnel

OFFICER ACCESSIONS

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This instruction implements Air Force Policy Directive (AFPD) 36-20, *Accession of Air Force Military Personnel*; Department of Defense Instructions (DoDI) 1205.05, *Transfer of Members Between Reserve and Regular Components of the Military Service*; and DoDI 1304.26, *Qualification Standards for Enlistment, Appointment, and Induction*; DoDI 1304.28, *Guidance for the Appointment of Chaplains for the Military Departments*; DoDI 1310.02, *Original Appointment of Officers*; DoDI 1312.03, *Service Credit for Commissioned Officers*; DoDI 1320.04, *Military Officer Actions Requiring Presidential, Secretary of Defense, or Under Secretary of Defense for Personnel and Readiness Approval or Senate Confirmation*; and is used with AFPD 36-19, *Recruiting Programs*, AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*, AFPD 36-26, *Total Force Development*, AFPD 36-30, *Military Entitlements*, and AFPD 36-35, *United States Air Force Academy*. This instruction implements applicable portions of DoDI 1010.01, *Military Personnel Drug Abuse Testing Program (MPDATP)*; DoDI 1200.15, *Assignment to and Transfer Between Reserve Categories, Discharge from Reserve Status, Transfer to the Retired Reserve, and Notification of Eligibility for Retired Pay*; DoDI 1300.17, *Accommodation of Religious Practices within the Military Services*; DoDI

1304.25, *Fulfilling the Military Service Obligation*; and DoDI 6000.13, *Accession and Retention Policies, Programs and Incentives for Military Health Professions Officers (HPO)*. This instruction provides guidance and responsibilities for line and non-line officer accessions. This instruction applies to Regular Air Force (RegAF), Air Force Reserve (AFR) and Air National Guard (ANG) personnel, except where noted otherwise. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for military accessions. This instruction may be supplemented at any level; all MAJCOM-level supplements must be approved by the Human Resource Management (HRM) Strategic Board (HSB) prior to certification and approval in accordance with (IAW) AFI 36-8101, *Total Force Human Resource Management (HRM) Domain Guidance*. Refer recommended changes and questions about this publication to the OPR using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). This instruction requires collecting and maintaining information subject to the Privacy Act (PA) of 1974, Title 5 United States Code (USC) section (§) 552a. The authorities to collect and or maintain the records prescribed in this publication are 10 USC § 8013 and Executive Order (EO) 9397. Forms affected by the PA have an appropriate PA statement. The applicable PA System of Records Notices (SORN) F033 AF B, *Privacy Act Request File*, and F036 AF PC Q, *Personnel Data Systems (PDS)* are available online at <http://www.defenselink.mil/privacy/notices/usaf>. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See Air Force Instruction (AFI) 33-360, *Publications and Forms Management*, Table 1.1. for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document has been substantially revised and should be completely reviewed. Wing level requirements have been tiered and assigned an appropriate tier waiver level. Major changes include consolidation of all officer accession policies into one AFI, integration of Air National Guard accession policy, and alignment of accession policies across the Total Force where possible. Eligibility standards and waiver authorities are provided in greater detail utilizing the recruiter tool of "CCMAPPEDDS" (Conscientious Objector, Citizenship, Moral Conduct, Age, Prior Service, Physical Condition, Education, Dependent Status, Drugs, Social Security Number). Provisions were added to allow the use of adjusted age for prior service applicants. Maximum age for lieutenants was increased from 35 years to prior to the applicant's 40th birthday for all air components to allow greater flexibility in accessing the most qualified applicants. Security investigation requirements were updated to reflect changes in the Department of Defense (DoD) policy. Reference to the Military Selective Service Act was

updated to reflect reclassification as Title 50, **Chapter 49**. Education qualifications for specific professional categories were removed, as they are contained in the Air Force Officer Classification Directory (AFOCD).

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Chapter 1

GENERAL INFORMATION

1.1. Statutory Authority. The statutory authority for tendering appointments according to this instruction is in 10 USC Sections (§§) 531, 533, 603, 689, 716, 1211, 2104, 2106, 2107, 8067, 9411, 12201, 12203, 12204, 12207, 12208, and 12301; 32 USC §§ 305, 307, 308, 310, 312; and 50 USC [Chapter 49](#).

1.2. Original Appointment Authority.

1.2.1. Appointments in the grades of second lieutenant, first lieutenant, and captain in the Regular Air Force (RegAF) shall be made by the Secretary of Defense (SecDef) under Executive Order (EO) 13384.

1.2.2. Appointments in the grades of major, lieutenant colonel, and colonel in the RegAF shall be made by the President, by and with the advice and consent of the Senate.

1.2.3. Appointments in the grades of lieutenant colonel and below in the Air Reserve Components (ARC) shall be made by the SecDef under EO 13358.

1.2.4. Appointments in the grades of colonel and above in the ARC shall be made by the President, by and with the advice and consent of the Senate.

1.2.5. All appointments (except those in [paragraph 1.3.](#)) are for an indefinite term.

1.3. Temporary Appointments Authority. The SecDef may make temporary appointments of any qualified person only when authorized during a war or national emergency as declared by the Congress or the President of the United States.

1.3.1. Appointments are for 2 years or the duration of such war or national emergency and for 6 months thereafter, whichever is earlier, unless sooner terminated.

1.3.2. Appointees who received temporary appointments may receive Reserve appointments on request, if they are otherwise eligible.

1.4. Procurement Objectives. The offices or agencies in this chapter shall:

1.4.1. Nominate applicants by grade and category to satisfy United States Air Force (USAF) needs and authorizations. **(T-1)** These authorizations make up the procurement objectives. They use the Air Force Officer Classification Directory (AFOCD) as a guide to determine the educational, professional, and technical requirements for appointments. They only make nominations to meet procurement objectives in the categories currently authorized as shown in [Attachment 2](#) and within the grade ceilings established by law.

1.4.2. Ensure persons nominated for appointment meet requirements outlined in this instruction and the AFOCD. **(T-1)**

1.4.3. Nominate applicants for appointments to fill authorized requirements. **(T-1)**

1.4.4. As appropriate, nominate persons with outstanding credentials in business, scientific, professional, or technical fields who are not eligible under the appointment criteria in this instruction subject to approval by the Secretary of the Air Force (SecAF). **(T-1)**

1.5. Roles and Responsibilities. Unless stated otherwise, roles and responsibilities may be delegated further; however, individuals listed below remain accountable for the role or responsibility.

1.5.1. Headquarters Air Force (HAF).

1.5.1.1. The Deputy Chief of Staff of the Air Force, Manpower, Personnel and Services (AF/A1) develops personnel policies, guidance, programs, and legislative initiatives to meet strategic objectives for military accessions under HAF Mission Directive (HAFMD) 1-32, *The Deputy Chief of Staff of the Air Force, Manpower, Personnel and Services*.

1.5.1.1.1. The Directorate of Military Force Management Policy (AF/A1P) is responsible for managing accessions to meet Force Management objectives as outlined in HAFMD 1-32.

1.5.1.1.2. The Accessions and Training Division (AF/A1PT) will:

1.5.1.1.2.1. Work with the Organization Division, Directorate of Manpower, Organization and Resources (AF/A1MO) and the Force Management and Enterprise Readiness Analysis Division (AF/A1PF), to develop RegAF officer accession requirements, to include Non-Prior Service (NPS) and Prior Service (PS) programs and coordinates with Office of Air Force Reserve, Directorate of Personnel (AF/REP) and Air National Guard, Directorate of Personnel (NGB/A1) on ARC accession requirements. Accession requirements are published in the Accessions Program Guidance Letter (APGL) to reflect current fiscal year (FY) and the Future Years Defense Plan (FYDP) years.

1.5.1.1.2.2. Establish standardized procedures to process original appointment packages from nomination to appointment across the Total Force (see [chapter 12](#)). AF/A1PT consolidates scroll nomination list from the components into a scroll nomination package, performs the final review, coordinates transmission across The Judge Advocate General (AF/JA), Assistant Secretary of the Air Force Manpower & Reserve Affairs (SAF/MR), and Washington Headquarters Services (WHS), and disseminates information regarding approvals to the originating component nomination source for original appointment in accordance with (IAW) [Chapter 13](#) of this instruction.

1.5.1.2. The Judge Advocate General (TJAG) (AF/JA) recruits, selects, nominates, and assigns persons from all sources who qualify for appointment and designation as judge advocates to fill all air component requirements.

1.5.1.2.1. The Professional Development Directorate, Office of TJAG (AF/JAX) manages the accessions program for entry into the Regular Air Force (RegAF) Judge Advocate General's (JAG) Corps. It also makes recommendations to AF/JA for officers transferring from the JAG Corps to other competitive categories.

1.5.1.2.2. The Mobilization Assistant (MA) to TJAG recommends the selection and assignment of all Air Force Reserve (AFR) judge advocates.

1.5.1.2.3. The Air National Guard (ANG) Assistant to TJAG recommends the selection and assignment of all ANG judge advocates.

1.5.1.2.4. ARC Advisor to TJAG (AF/JAR), in coordination with the MA to TJAG and the ANG Assistant to TJAG, as appropriate, serves as the primary action officer for recruiting, accessions, and assignments of The Judge Advocate General's Corps Reserve (TJAGCR) judge advocates.

1.5.1.3. **The Air Force Chief of Chaplains (AF/HC)** establishes goals, objectives, requirements, and procedures to access qualified commissioned officers to serve as Air Force Chaplains.

1.5.1.3.1. Final approval authority for Chaplain Corps accession programs (see [paragraph 4.3.](#) for list of accession programs).

1.5.1.3.2. Air Force Chief of Chaplains, Personnel, Readiness, and Budget Division (AF/HCP) is responsible for managing chaplain incentive programs and conducting Agency Reviews which determine requirements of the Chaplain Corps.

1.5.1.4. **The Air Force Surgeon General (AF/SG)** establishes goals, objectives, requirements, and procedures to access qualified commissioned officers to serve as Air Force Health Professionals.

1.5.1.5. **The Chief of Air Force Reserve (AF/RE)** has functional authority and is responsible for policy oversight, advisory services and management of the AFR accessions program.

1.5.1.5.1. **Deputy to the Chief of Air Force Reserve (AF/RE-D) will:** (*Exception:* Vice Commander, Air Force Reserve Command (AFRC/CV), AFRC Numbered Air Force commanders (NAF CC), and Commander, Air Reserve Personnel Center (ARPC/CC) may approve or disapprove applicants who do not require a waiver.)

1.5.1.5.1.1. Select former officers of any of the services who held an aeronautical rating for appointment to fill AFR line of the Air Force (LAF) aircrew positions.

1.5.1.5.1.2. Select former officers for LAF appointment to be assigned to the Participating Individual Ready Reserve (PIRR).

1.5.1.5.1.3. Select Reserve officers of other services for appointment to be AFR LAF officers.

1.5.1.5.1.4. Select individuals for appointment who have not held an aeronautical rating, are not reserve officers, and are being appointed to be LAF Air Reserve Technicians (ARTs). The military position must be unencumbered and funded for at least 1 year from the date the member is expected to graduate from the Air Force Reserve Officer Training Corps (AFROTC) or Total Force Officer Training (TFOT) course. The military position must also be classified as an Air Force specialty (AFS) other than a special duty identifier (SDI) (for example, 86M0/Operations Management) or reporting identifier (RI) (for example, 97E0/Executive Officer). *Exception:* The military position may be a SDI or RI if the individual was previously awarded an officer AFS at the qualified or staff level or AFRC/CV may approve or disapprove for ART position classified as a SDI or RI. (T-2)

1.5.1.5.1.5. Select individuals for appointment who have not held an aeronautical rating, are not reserve officers, and are selected for assignment to non-ART, LAF AFR Selected Reserve (SelRes) positions. Unless the individual was previously awarded an officer AFS at the qualified or staff level, the position must be classified as an AFS other than a SDI (for example, 86M0/Operations Management) or RI (for example, 97E0/Executive Officer).

1.5.1.5.2. Air Force Reserve Command, Command Surgeon (AFRC/SG) will:

1.5.1.5.2.1. Implement policy and guidance regarding programs pertaining to health profession officers assigned to the AFR.

1.5.1.5.2.2. Recommend appointment for health professions applicants projected to AFR SelRes positions.

1.5.1.5.3. Air Force Reserve Command, Office of the Command Chaplain (AFRC/HC) will:

1.5.1.5.3.1. Implement policy and guidance regarding programs pertaining to chaplains assigned to the AFR and the chaplain candidate program.

1.5.1.5.3.2. Recommend incentive programs and establishes recruiting goals to ensure the health of the AFR chaplain career field.

1.5.1.5.3.3. Recommend appointment for assignment to AFR SelRes chaplain positions or chaplain candidate program.

1.5.1.5.3.4. Manage the chaplain candidate program IAW AFI 52-102V1, *Chaplain Professional Development*, to meet the needs of the Total Force Chaplain Corps for fully qualified chaplains.

1.5.2. National Guard Bureau, Air Directorate (NGB/CF) has functional authority and is responsible for policy oversight, advisory services and management of the ANG accessions program.

1.5.2.1. The Director of Personnel (NGB/A1) is responsible for approving applications for federal recognition, nominating applicants for Reserve of the Air Force appointment, and for monitoring compliance with the policies and procedures contained in this instruction.

1.5.2.2. The Officer Programs Branch (NGB/A1PO) reviews eligibility of applicants recommended by the various adjutant generals for all categories of officers, from all sources, to fill ANG vacancies. Before nomination, NGB/A1PO obtains AF/JA (for judge advocates), Air National Guard Surgeon General (NGB/SG) (for health professionals) and Air National Guard Chief of Chaplains (NGB/HC) (for chaplains) approval for appointment of all individuals selected for an initial Reserve appointments in the Air National Guard.

1.5.2.3. The Adjutant General (TAG) (or designated representative) is responsible for establishing effective officer appointment programs within their area of responsibility and will:

1.5.2.3.1. Review appointment nominations and Federal recognition applications for compliance with established policies and procedures.

1.5.2.3.2. Advise NGB/A1 of any change in applicant's status after application is submitted for Federal recognition.

1.5.2.3.3. Ensure the applicant meets the moral, ethical and professional standards expected of an ANG officer.

1.5.2.3.4. Appoint an Officer Accession Representative (OAR) to manage all officer appointment packages.

1.5.3. Personnel Centers.

1.5.3.1. Air Force Personnel Center (AFPC)

1.5.3.1.1. Executive Director (AFPC/CA).

1.5.3.1.1.1. Nominates for RegAF appointments all individuals selected for assignment to serve in the RegAF.

1.5.3.1.1.2. Nominates for Reserve appointment ROTC graduates awaiting reappointment as RegAF officers.

1.5.3.1.2. Assignments, Accessions, and Active Duty Service Commitment (ADSC) Section (AFPC/DP1TAM).

1.5.3.1.2.1. Coordinates nominations from all sources for appointment to serve in the RegAF as LAF officers.

1.5.3.1.2.2. Coordinates nominations for Reserve appointment for ROTC graduates awaiting reappointment as RegAF LAF officers.

1.5.3.1.3. Medical and Chaplain Career Management Division (AFPC/DP2N). Coordinates nominations and designates persons from all sources to serve in the RegAF as a health professional or chaplain.

1.5.3.2. **Commander, Air Reserve Personnel Center (ARPC/CC)** nominates for reserve appointment all individuals selected for assignment to the AFR. **Exception:** ROTC graduates appointed to the AFR pending reappointment as a RegAF officer are nominated for a reserve appointment by AFPC/CA.

1.5.4. Air Force Recruiting.

1.5.4.1. Air Force Recruiting Service Commander (AFRS/CC) will:

1.5.4.1.1. In coordination with AFPC/DP2N, recruit from civilian sources and select from all sources persons to perform duties as RegAF health professional officers. **(T-1) Note:** AFRS/CC may delegate to no lower than the operations division chief (AFRS/RSO).

1.5.4.1.2. Select and nominate former officers of any of the uniformed services to perform duties as RegAF LAF officers. **(T-1) Note:** AFRS/CC may delegate to no lower than the AFRS/RSO.

1.5.4.2. Air Force Recruiting Service, Recruiting Service Operations Division, Chaplain Branch (AFRS/RSOH) and Chief of Chaplains Personnel, Budget and Readiness Division AF/HCP) will:

1.5.4.2.1. Recruit and select persons from all sources who qualify for appointment as chaplains. (T-1)

1.5.4.2.2. Review the application for entry into the Chaplain Corps and make recommendations for officers transferring from the Chaplain Corps to other competitive categories. (T-1)

1.5.4.3. Air Force Reserve Command Recruiting Service (AFRCRS) is responsible for developing and managing day-to-day Reserve recruiting programs to meet FY accession requirements IAW accessions policy.

1.5.4.4. Air National Guard Recruiting Service (NGB/A1Y) is responsible for developing and managing day-to-day ANG recruiting programs to meet FY accession requirements IAW accessions policy.

1.5.5. Sources of Commissioning.

1.5.5.1. Superintendent, United States Air Force Academy (USAFA/CC) coordinates appointment with the appropriate nomination authority and assigns USAFA graduates as second lieutenants in the RegAF.

1.5.5.2. Commander, Air Force Reserve Officers' Training Corps (AFROTC/CC) coordinates with the appropriate nomination authority the appointment as second lieutenants in the AFR, persons who successfully complete the AFROTC program and Army and Navy ROTC graduates approved for commissioning in the Air Force.

1.5.5.3. Commandant, Officer Training School (OTS/CC) coordinates with the appropriate nomination authority the appointment as second lieutenants, applicants who successfully complete the TFOT course of OTS commissioning program.

1.5.5.4. Individual Commissioning Sources. The Air Force directly appoints men and women in certain professions. The below offices or agencies coordinate nominations for appointment in the categories listed.

1.5.5.4.1. LAF:

1.5.5.4.1.1. Intraservice and Interservice Transfer: Director of Personnel Operations (AFPC/DP2), Accessions Division (ARPC/DPAR), and NGB/A1P, as appropriate.

1.5.5.4.2. Health Professional:

1.5.5.4.2.1. Uniformed Services University Health Sciences (USUHS): AFPC/DP2N.

1.5.5.4.2.2. Health Professions Scholarship Program (HPSP) and Financial Assistance Program (FAP): AFPC/DP2N.

1.5.5.4.2.3. Interservice Physician Assistants Program (IPAP): AFPC/DP2N

- 1.5.5.4.2.4. Enlisted Commission: AFPC/DP2N or ARPC/DPAR, as appropriate.
- 1.5.5.4.2.5. AFR Reserve Stipend Program (AFRRSP): AFRC/SG.
- 1.5.5.4.2.6. ANG Early Commissioning Program (ECP): NGB/A1P.
- 1.5.5.4.2.7. Fully qualified civilian health professional: AFPC/DP2N, ARPC/DPAR, or NGB/A1P, as appropriate.
- 1.5.5.4.3. Legal: AF/JAX or ARPC/DPAR, as appropriate.
- 1.5.5.4.4. Chaplain: AFRS/RSO or ARPC/DPAR, as appropriate.

1.6. Personnel Services Delivery Guides (PSDG).

- 1.6.1. PSDGs are utilized by each component to establish component specific procedures for implementing this instruction.
- 1.6.2. The PSDGs are created and updated by AFPC/DP2LT, Office of Personnel Utilization, Retention and Customer Service (AFRC/A1K), and NGB/A1PO.
- 1.6.3. Components will review PSDGs at a minimum annually (1 October) or sooner if process change dictates to ensure current guidance is provided. Components will submit PSDGs to the Knowledge Management Division (AFPC/DP0K) for publishing on the myPers website (<https://mypers.af.mil/>).

Chapter 2

INITIAL APPOINTMENT ELIGIBILITY

2.1. Eligibility Factors. To be eligible for initial appointment an applicant must meet the below minimum criteria and be qualified IAW the AFOCD (**T-1**). Appointment is not assured merely by meeting the established minimum requirements. Forward waiver requests through appropriate command channels only if recommending approval. The overriding consideration is the best interest of the Air Force. Waiver authority may not be further delegated unless specifically stated.

2.1.1. It is the applicant's responsibility to furnish documents (original or a copy certified true by the issuing agency), which prove he/she meets all eligibility requirements.

2.1.2. If an applicant previously applied for appointment but was not selected, or was selected for appointment but declined, the individual is ineligible to reapply with the same component for 12 months from the date notified of non-selection or the date the individual declined the appointment. (**T-3**) Send requests to waive this restriction through command channels to the nomination authority. **Note:** This restriction does not apply to individuals applying for appointment or reappointment for judge advocate or health professional duties or designation as a judge advocate or health professional.

2.1.3. When the appointment depends on immediate entry on active duty, the applicant must be available for active duty 30 calendar days from the date of acceptance of appointment. (**T-2**) **Note:** Commissioning sources may waive this requirement, not to exceed 60 days from the date of acceptance of appointment.

2.1.4. In time of war or national emergency declared by the President or the Congress or when otherwise authorized by law, ANG and AFR applicants must be available for active duty 30 calendar days from the date of the order calling the person to active service. (**T-1**)

2.1.5. Military Service Obligation (MSO). Prior to appointment, applicants are advised of the MSO which they will incur under DoDI 1304.25, *Fulfilling the Military Service Obligation*.

2.1.5.1. NPS applicants will incur a MSO of 8 years from the date of initial appointment. (**T-1**) Any portion of the MSO not served in an active component is served in a reserve component.

2.1.5.2. PS applicants who have not completed their initial MSO (8 years) will maintain that initial obligation. (**T-1**)

2.1.5.2.1. USAFA and ROTC graduates incur an 8 year MSO from the date of initial appointment, regardless of prior enlisted service.

2.2. Citizenship.

2.2.1. To be eligible for a regular commission the applicant must be a United States (U.S.) citizen. (**T-0**) In extraordinary circumstances, the SecDef may waive this requirement for an original appointment for an individual who has been lawfully admitted to the U.S. for permanent residence in a grade below major IAW DoDI 1304.26, *Qualification Standards for Enlistment, Appointment, and Induction*.

2.2.2. To be eligible for a Reserve appointment, an individual must be either a citizen or lawfully admitted to the U.S. for permanent residence IAW DoDI 1304.26. (T-0)

2.2.3. To be eligible for an ANG appointment, an individual must be a U.S. citizen IAW DoDI 1304.26. (T-0)

2.2.4. Dual Citizenship. Dual citizenship in and of itself is not an automatic disqualifier. Dual citizenship and particularly the exercise of dual citizenship, to include foreign military service, is a condition raising a security concern and may be a disqualifying factor in a security clearance eligibility determination IAW AFI 31-501, *Personnel Security Program Management*.

2.3. Conscientious Objector. An individual must not be a conscientious objector under 50 USC § 3806(j) or be an individual with personal beliefs or convictions precluding unrestricted assignments. (T-0)

2.4. Religious Accommodation. A request for religious accommodation by any pre-accession applicant cannot be granted. Instead, IAW DoDI 1300.17, *Accommodation of Religious Practices within the Military Services*, applicants are briefed on Air Force policy and procedures for seeking religious accommodation. Specifically, applicants are briefed that every Airman has the right to request religious accommodation once they have been accessed into the Air Force. Religious accommodation requests are reviewed and evaluated on a case-by-case basis at each assignment throughout the Airman's career. As such, a religious accommodation may be granted at one assignment but denied at another assignment. Every request is fully considered by the appropriate authority; however, if the request is denied the Airman is required to comply with Air Force standards. Following the briefing, the applicant's acknowledgment of the Air Force policy regarding religious accommodation requests is recorded and maintained as part of the accession application.

2.4.1. Immediate commanders may approve or disapprove requests for accommodation of religious practices that do not require a waiver of Air Force policies regarding the wear of military uniforms or religious apparel, or grooming, appearance, or body art standards.

2.4.2. Waiver authority for requests for accommodation of religious practice regarding the wear of military uniforms or religious apparel, or grooming, appearance, or body art standards is AF/A1.

2.5. Moral Conduct. All applicants must be of sound moral character. (T-0) Refer to AFI 36-2002, *Enlisted Accessions (TF)*, Attachment 2, for list of typical conduct offenses that may result in moral disqualification.

2.5.1. Questionable moral character includes, but is not limited to, history of antisocial behavior and frequent difficulties with law enforcement agencies.

2.5.2. Applicants who have a State or Federal conviction, or a finding of guilty in a juvenile adjudication, for a felony crime of rape, sexual abuse, sexual assault, incest, or other sexual offense, or when the disposition requires the person to register as a sex offender are ineligible. No waiver permitted.

2.5.3. Applicants under judicial restraint imposed by civil or criminal court or subject of a subpoena ordering attendance on some specified future date (includes those relieved from restraint on the condition of appointment) are ineligible.

2.5.4. Applicants with adverse information. To be adverse, the information must be derogatory, unfavorable, or of a nature that reflects clearly unacceptable conduct, integrity, or judgment on the part of the individual IAW DoDI 1320.04, *Military Officer Actions Requiring Presidential, Secretary of Defense, or Under Secretary of Defense for Personnel and Readiness Approval or Senate Confirmation*.

2.5.5. The following officials are waiver approval authorities for applicants convicted or adversely adjudicated of Category 1, 2, and 3 offenses described in AFI 36-2002, Attachment 2:

2.5.5.1. AFRS/CC (may delegate to Recruiting Squadron/CC), for individuals who apply for appointment as RegAF health professionals or for former officers applying for appointment as RegAF LAF officers.

2.5.5.2. AFRC/CV for appointment of Airmen to fill AFR positions, except appointment as a judge advocate.

2.5.5.3. NGB/A1P for all ANG officer appointments, except appointment as a judge advocate.

2.5.5.4. AF/JA, for all individuals who apply for appointment and designation as judge advocates.

2.5.5.5. Nominating authority for all other applicants.

2.5.6. The following officials are waiver approval authorities for individuals convicted or adversely adjudicated of Category 4 and 5 offenses described in AFI 36-2002, Attachment 2:

2.5.6.1. ARPC/DPA for individuals applying for AFR appointment in the programs in [paragraph 1.5.4.2.](#), except appointment as a judge advocate

2.5.6.2. NGB/A1PO for all ANG officer appointments, except appointment as a judge advocate.

2.5.6.3. AFRS/CC for individuals applying for the RegAF appointment through an OTS program or for former officers applying for appointment as RegAF LAF officers.

2.5.6.4. AF/JA, for all individuals who apply for appointment and designation as judge advocates.

2.5.6.5. Nominating authority for all other applicants.

2.6. Age.

2.6.1. To be eligible for an original appointment the applicant must be at least 18 years of age and not reached his/her 40th birthday. **(T-1) Note:** AFRS/RSO, AF/RE, and NGB/A1Y may further restrict the maximum age based on needs of the component.

2.6.1.1. Maximum age for initial appointment as a health professional specialty designated by AF/SG as a critical specialty needed in wartime is less than 48 years of age under DoDI 6000.13, *Accession and Retention Policies, Programs and Incentives for Military Health Professions Officers (HPO)*, and DoDI 1304.26.

2.6.1.2. The SAF may, with the officer's consent, retain in an active status any officer of the Air Force designated as a health professional or Chaplain, until he or she becomes age 68 IAW AFI 36-3203, *Service Retirements*.

2.6.1.3. Applicants who previously served in any branch of the military, use an adjusted age. To calculate the adjusted age, subtract the applicant's years of satisfactory service, from the applicant's age.

2.6.1.3.1. A PS applicant must have an actual age which allows for the accrual of 20 years of satisfactory service, 10 years of which must be commissioned service, prior to the applicants mandatory retirement date (T-0).

2.6.1.3.2. Individuals collecting military retirement pay are not eligible. **Exception:** See [paragraphs 2.8.3.5.](#) and [2.8.3.6.](#)

2.6.1.4. Applicants who cannot qualify for retirement IAW AFI 36-3203 before or on removal from an active status, must acknowledge in writing that retention for retirement is not possible and request an ETP. (T-1) Route the acknowledgement and request through command channels to SAF/MR for consideration.

2.6.2. Per AFI 36-2205, *Applying for Flying Training, Air Battle Manager, and Astronaut Programs*, RegAF applicants for Undergraduate Flying Training (UFT) must not exceed their 30th birthday or 5 years beyond their Total Federal Commissioned Service Date (TFCSD) (whichever is earlier) by the start date of the board's first available UFT class as specified in the UFT Selection Board Announcement message. ARC applicants must not exceed their 30th birthday or have greater than 5 years TFCSD by their assigned UFT class start date. (**Exception:** The 30th birthday restriction does not apply to ARC Remotely Piloted Aircraft (RPA) applicants.) (T-1)

2.6.3. Additional age criteria for each commissioning source is located in AFI 36-2011, *Air Force Reserve Officer Training Corps (AFROTC) Program*; AFI 36-2013, *Officer Training School (OTS) and Enlisted Commissioning Programs (ECPS)*; and AFI 36-2019, *Appointment to the United States Air Force Academy*.

2.6.4. The below organizations grant age waivers, as permitted below. Submit age waiver requests through command channels to the below organizations for approval; requests may be disapproved at any level within command channels.

2.6.4.1. Line Officer appointments (not to exceed the maximum age limit by more than 2 years).

2.6.4.1.1. AFPC/DP2LT, for persons who apply for a RegAF appointment.

2.6.4.1.2. AFRC Wing Commander, or equivalent, for persons who apply for an AFR appointment.

2.6.4.1.3. NGB/A1PO, for persons who apply for an ANG appointment.

2.6.4.1.4. ETP for applicants that cannot qualify for retirement is SAF/MR.

2.6.4.2. Health Professional appointments (not to exceed the maximum age limit by more than 2 years).

- 2.6.4.2.1. AF/A1P, in coordination with AF/SG, for individuals who apply for RegAF appointment.
- 2.6.4.2.2. AFRC/SG, for individuals who apply for AFR appointment.
- 2.6.4.2.3. NGB/A1PO, in coordination with NGB/SG, for individuals who apply for ANG appointment.
- 2.6.4.2.4. Waiver authority to exceed the maximum age limit by more than 2 years but not to exceed 48 years of age is the nomination authority.
- 2.6.4.2.5. Appointment beyond age 48 requires approval of an ETP by SAF/MR.
Note: Use adjusted age for PS applicants IAW [paragraph 2.6.1.3](#).
- 2.6.4.3. Chaplain and chaplain candidate appointments (not to exceed maximum age limit by more than 2 years).
 - 2.6.4.3.1. AF/HC, for individuals who apply for RegAF appointment.
 - 2.6.4.3.2. AFRC/HC, for individuals who apply for AFR appointment.
 - 2.6.4.3.3. NGB/HC for individuals who apply for ANG appointment.
 - 2.6.4.3.4. Waiver authority to exceed the maximum age limit by more than 2 years but not to exceed 48 years of age is the nomination authority.
 - 2.6.4.3.5. Appointment beyond age 48 requires approval of an ETP by SAF/MR.
Note: Use adjusted age for PS applicants IAW [paragraph 2.6.1.3](#).
- 2.6.4.4. Judge Advocate appointments. AF/JA, for all individuals who apply for appointment and designation as judge advocates.

2.7. Physical Condition.

- 2.7.1. All applicants must be medically qualified or medically acceptable with waiver IAW AFI 48-123, *Medical Examination and Standards*. Waiver authorities specified in AFI 48-123, may approve waivers of medical requirements.
- 2.7.2. All applicants must meet the fitness requirements of AFI 36-2905, *Fitness Program*, to include height and weight standards as prescribed in DoDI 1308.3, *DoD Physical Fitness and Body Fat Program Procedures*. **Exception:** All OTS students will be required to take and pass all components of the fitness assessment shortly after beginning the program in order to remain in the program and meet graduation requirements. (T-2)
- 2.7.3. Applicant must meet all dress and appearance standards IAW AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. **Note:** Members currently enlisted in any component of the AF must have an AF Form 4428, *Tattoo/Brand/Body Marking Screening/Verification*, in their Master Personnel Record Group (MPerRGp); to request a uniform exception prior to attending TFOT; waiver authority is the OTS/CC. (T-2)
- 2.7.4. Applicants must meet additional application standards IAW AFI 36-2011, AFI 36-2013, and AFI 36-2019.

2.8. Prior Service. Detailed guidance for intraservice and interservice transfer of officers can be found in [Chapters 6](#) and [7](#).

2.8.1. PS applicants are eligible for all components if they meet the following additional conditions.

2.8.1.1. Applicants must be able to complete 10 years of active service as a commissioned officer to receive retirement as an officer under AFIs 36-3203. **(T-1)** Submit waiver requests through command channels to the nomination authority, and

2.8.1.2. Applicants must have received an honorable discharge. **(T-1)** For verification of eligibility of PS applicants use the member's most recent DD Form 214, *Certificate of Release or Discharge from Active Duty*; DD Forms 215, *Correction to DD Form 214, Certificate of Release or Discharge From Active Duty*; Reserve Discharge Order; or NGB Form 22, *Report of Separation and Record of Service*. Verification includes a review of applicants RE or SPD code to determine eligibility, or

2.8.1.3. Members currently enlisted in any component of the AF or serving in another military component or service must obtain Conditional Release/Resignation, or **(T-1)**

2.8.1.4. Current RegAF members applying for the PALACE CHASE and PALACE FRONT Programs are processed IAW AFI 36-3205, *Applying for the PALACE CHASE and PALACE FRONT Programs*.

2.8.2. PS applicants are eligible for the ANG or AFR if they meet any of the below additional conditions (not applicable to applicants for RegAF appointments).

2.8.2.1. RegAF officers released or discharged from AD due to reduction in force IAW 10 USC §§1174, 1174a, 1175, or 1175a.

2.8.2.2. Members who received separation pay (voluntary or involuntary), severance pay, or readjustment pay under 10 USC §§1174, 1174a, 1175, and 1175a, and who later qualify for retired or retainer pay are required to repay the total amount of separation pay (voluntary or involuntary), severance pay, or readjustment pay received. **(T-0)**

2.8.2.3. Members who received voluntary separation pay under 10 USC 1175a, and who later return to active duty for greater than 179 consecutive days may be required to repay the total amount of voluntary separation pay received.

2.8.3. PS applicants are ineligible for any component if they meet any of the below conditions.

2.8.3.1. An individual disenrolled from a military service academy for any reason or disenrolled from any other officer training program listed in **Attachment 5** because of lack of aptitude, indifference to training, incompatibility, breach of the AFROTC contract terms, undesirable character traits, or disciplinary reasons, may not reenroll in any Air Force officer commissioning program or be appointed to any Air Force component without a waiver from the appropriate nomination authority listed in **paragraph 1.5**.

2.8.3.1.1. The command or activity responsible for processing the application requests the DD Form 785, *Record of Disenrollment from Officer Candidate-Type Training*, IAW **Attachment 5**.

2.8.3.1.2. The command or activity responsible for processing the application sends the waiver request through channels with a recommendation for approval or disapproval after carefully considering the individual's demonstrated potential, Air

Force Officer Qualifying Test (AFOQT) scores, academic progression, and comments on the DD Form 785. A waiver is not required for applicants who have Section IV, Blocks 1 or 2 of the DD Form 785 checked.

2.8.3.2. Applicants who were released from AD or discharged for failure to meet acceptable standards of conduct or duty performance, unsuitability, misconduct, personal abuse of drugs, for the good of the service, for security reasons or court-martial convictions. No waiver permitted.

2.8.3.3. Applicants who were dropped from the rolls of any uniformed service because of confinement to a state or federal penitentiary or correctional institution, or due to unauthorized absence, as defined by AFI 36-2911, *Desertion and Unauthorized Absence*, for 3 months. No waiver permitted.

2.8.3.4. Individual is enrolled in training or instruction leading to a commission in any of the uniformed services (to include the U.S. Merchant Marine Academy). No waiver permitted.

2.8.3.5. Retired enlisted members entitled to retired pay. **Exception:** Member may become members of the SelRes or ANG upon a finding the member's services are indispensable. A member's service is deemed to be indispensable when the member possesses a defined skill set absolutely essential to meet the critical needs of the organization. Indispensability findings must meet the criteria for both critical need and indispensability.

2.8.3.6.1. A need is deemed to be critical if the Air Force specialty code (AFSC) and/or skill level is manned less than 100 percent at the organization (wing-level or above) and cannot be reasonably filled by sources other than retired members.

2.8.3.6.2. A member's service is deemed to be indispensable if the retired member is current in the required AFSC and/or skill level, or can become current in time to meet the critical need; and, meets the unique requirements to occupy the position; and, is the most capable individual to meet the critical need.

2.8.3.6.3. Appointment is based on AFR and ANG requirements. Approval authority is AF/RE or NGB/CF, as appropriate, only if serving in the rank of Lieutenant General, as delegated by the SecAF under 10 USC §10145.

2.8.3.6.4. Individual is on the Regular officer retired roll of any of the uniformed services. **Exception:** Member may apply for appointment in the SelRes or ANG upon a finding the member's services are indispensable. See [paragraphs 6.1.5.](#) and [6.4.3.](#) for details.

2.8.3.7. Applicants who resigned or separated in lieu of court-martial, reclassification, elimination, or any form of corrective or disciplinary action. No waiver permitted.

2.8.3.8. An officer whose name has been removed from the recommended promotion list under 10 USC §629 or §14310. No waiver permitted.

2.8.3.9. Applicants who were discharged for hardship reasons. Submit waiver requests to ARPC, Directorate of Assignments (ARPC/DPA) or NGB/A1PO as appropriate. Applicant must show the hardship no longer exists. **(T-2) Note:** No RegAF waiver permitted.

2.8.3.10. Applicants who were discharged for failure to meet minimum Reserve participation requirements. Submit waiver requests through command channels to the nomination authority.

2.8.3.11. Applicants who were eliminated from the Inactive Status List Reserve Section (ISLRS). Submit waiver requests through command channels to the nomination authority.

2.8.3.12. All officers non-selected for promotion; or after initial continuation, not subsequently continued due to non-selection or declination. Submit waiver request as permitted by **Attachment 3** to the below offices for waiver approval.

2.8.3.12.1. ARPC/DPAR for individuals applying for appointment as LAF in the AFR.

2.8.3.12.2. AFRC/SG, for individuals applying for appointment as health professionals in the AFR.

2.8.3.12.3. AFRC/HC, for individuals applying for appointment as Chaplains in the AFR.

2.8.3.12.4. AF/JAX, for individuals applying for appointment as judge advocates.

2.8.3.12.5. NGB/A1PO, for all individuals applying for appointment to fill ANG vacancies, except as judge advocates.

2.8.3.12.6. AFPC/DP2LT, in coordination with the Career Functional Manager (CFM), for former RegAF officers who apply for a Reserve appointment to immediately participate in an extended active duty (EAD) program under AFI 36-2008.

2.8.3.13. Reserve officers of other uniformed services, who apply for appointment under **chapter 7** are ineligible if they are in a failed selection for promotion status, other than by a vacancy promotion board.

2.9. Education and Aptitude.

2.9.1. Applicant must possess a baccalaureate from an educational institution listed in the current Accredited Institutions of Post-Secondary Education for all appointments. **(T-1)** Additional education requirements for specific Air Force Specialty Codes (AFSCs) are contained in the AFOCD located on the myPers website (<https://mypers.af.mil>). **Exception:** Students accepted in the HPSP may be commissioned without a baccalaureate degree if enrolled in a dual undergraduate/graduate medical school program; however, students who fail to successfully complete the program will be subject to discharge proceedings by the Air Force Institute of Technology (AFIT), in conjunction with ARPC, IAW AFI 36-3207, *Separating Commissioned Officers*.

2.9.2. AFOQT requirements are contained in **Table 2.1**. Appointments in professional categories are exempt from AFOQT requirements. Retesting is accomplished IAW AFI 36-2605, *Air Force Military Personnel Testing System*. Submit waiver requests of the minimum AFOQT standards IAW AFI 36-2605.

Table 2.1. AFOQT Minimum Standards for Appointment.

| AFOQT Minimum Standards (see note 1) | | | | | |
|---|--------|--------------|-------|-----|-----|
| | Verbal | Quantitative | Pilot | CSO | ABM |
| Commissioning (non-rated) | 15 | 10 | N/A | N/A | N/A |
| Pilot (including RPA Pilot) (see note 2) | 15 | 10 | 25 | N/A | N/A |
| Combat Systems Officer (CSO) | 15 | 10 | N/A | 25 | N/A |
| Air Battle Manager (ABM) | 15 | 10 | N/A | N/A | 25 |
| Note: 1. Request ETP to any of the minimum standards IAW AFI 36-2605. 2. Test of Basic Aviation Skills (TBAS)-based Pilot Candidate Selection Method (PCSM) scores are submitted for all pilot selection boards. All manned pilot and RPA pilot training applicants from all accession sources must have a minimum PCSM score of 10. (T-1) Applicants may review their PCSM scores online at http://access.afpc.af.mil/pcsmz/index.html . Questions can be directed to the PCSM Program Office at (210) 698-4460 or toll-free (866) 698-4464 ext. 101. | | | | | |

2.10. Dependency Status and Requirements. Service in the AF entails potential sacrifice in the form of frequent training periods, duty away from family members in the event of mobilization, the demands of shift work, and 24-hour availability to accomplish the mission.

2.10.1. There are no dependency restrictions for AFROTC cadets or OTS course attendees.

2.10.2. USAFA cadets shall not be married and shall have no dependents under DoDI 1322.22, *Service Academies*. **(T-0)**

2.10.3. All single, divorced or separated applicants with dependents, or those married to a military spouse or common law spouse, require a commander approved AF Form 357, *Family Care Certification*, to be completed IAW AFI 36-2908, *Family Care Plans*, prior to being approved for accession. **(T-3)**

2.11. Drugs. Air Force policy is to prevent illegal drug use and eliminate alcohol abuse. The illegal or improper use of drugs and alcohol is not condoned and, in most cases, renders an applicant ineligible for accession. Applicants with a current or history of Alcohol Use Disorder or Substance Use Disorder may be medically disqualified IAW DoDI 1010.01.

2.11.1. Each applicant is required to undergo testing for drug and alcohol use and be evaluated for drug and alcohol dependency. **(T-0)** An individual who refuses to consent to testing and evaluation may not be given an original appointment, or if already a member of the Air Force, the appointment is terminated.

2.11.2. Drug use (to include illegal drugs, other illicit substances, and pharmaceutical medications not prescribed to the individual), drug misuse, and alcohol misuse may be self-admitted by an applicant on the AF Form 2030, *USAF Drug and Alcohol Abuse Certificate*, discovered during the medical screening process, or identified by the drug and alcohol test (DAT) which is administered at an approved military processing facility.

2.11.3. IAW DoDI 1304.26, the Military Entrance Processing Station (MEPS) Chief, Medical Officer or equivalent, when the physical is not performed at MEPS, will determine applicant's eligibility based on all of the information available on a case-by-case basis. **(T-0)**

2.11.4. Individuals who test positive on the DAT, which is administered as part of the accession physical, are permanently barred from the Air Force.

2.12. Social Security and Selective Service Registration.

2.12.1. Each applicant must have a valid Social Security Card (commercial facsimile not authorized) issued by the Social Security Administration for verification of the individual's social security number (SSN) and, at least one other official document showing the SSN (i.e., driver's license, Internal Revenue Service (IRS) Form W-2, etc.). **(T-0)**

2.12.2. All male applicants between the ages of 18 and 26 must register for the Selective Service IAW 50 USC § 3802. **(T-0)**

2.13. Personnel Security Investigations (PSI). Each applicant must have a favorably completed personnel security investigation IAW AFI 31-501.

2.13.1. An applicant may be accessed before the completion of the appropriate security investigation provided:

2.13.1.1. A National Agency Check (NAC) with Law and Credit (NACLC) or higher-level investigation was submitted, with advance fingerprint.

2.13.1.2. The NACLC or higher-level investigation is accepted by the investigative authority and acknowledged no disqualifying background information was identified.

2.13.1.3. If NACLC or higher-level investigation adjudication is not completed until after accession, any additional disqualifying information identified during the adjudication is transferred to the appropriate personnel office for discharge action.

2.13.1.4. The applicant signs a statement of understanding (see sample statement at [Attachment 4, paragraph A4.5](#)) agreeing to discharge processing if the results of the NACLC are unfavorable.

2.13.2. PS personnel nominated for appointment may receive a commission based on a favorable Entrance National Agency Check (ENTNAC) if there has been no break in service greater than 24 months.

2.14. USAFA, AFROTC, and OTS. In addition to meeting the eligibility requirements in this instruction, USAFA, AFROTC, and OTS applicants must meet the additional requirements in AFI 36-2011, AFI 36-2013, and AFI 36-2019, as appropriate. **Note:** For an individual disenrolled from any other officer training program listed in [Attachment 5](#), see [paragraph 2.8.3.1](#).

2.15. Posthumous Appointments. Posthumous appointment as a Reserve officer may be issued in the name of an Air Force member who was selected for appointment, or successfully completed an officer training program and was recommended for appointment by the school's commander, and died in the line of duty. The Major Command (MAJCOM) sends a request to publish the posthumous appointment to AFPC/DP2LT. (No financial benefits accrue as a result of a posthumous appointment.)

Chapter 3

THE JUDGE ADVOCATE GENERAL (JAG) CORPS

3.1. Professional Qualifications. Applicants for appointment for duty in the TJAG Corps who qualify must meet the age and grade requirements in [paragraph 2.6.](#) and [Table 11.1.](#), be a graduate of an accredited law school, and be a member of the bar of a federal court or of the highest court of a state. (T-1)

3.1.1. A third-year law student attending or a graduate of an accredited law school may apply for appointment on the basis of current transcript (third year) or before being admitted to the bar (law school graduate). However, the nominating authority will not tender the appointment without documented evidence of law school graduation (third year) and admission to the bar (third year or graduate). (T-1)

3.2. Submitting Applications for Appointment or Reappointment.

3.2.1. Applicants for RegAF appointment in The Judge Advocate General's Corps (TJAGC) submit applications IAW AFI 51-101.

3.2.2. Applicants for AFR or ANG appointment in the TJAGCR submit applications IAW AFI 51-802, *Management of The Judge Advocate General's Corps Reserve*.

3.3. Selection and Approval Authority.

3.3.1. TJAG selects and designates officers and officer candidates for duty as judge advocates.

3.3.2. TJAG is the final selection and approval authority for, and manages the following judge advocate accession programs: Funded Legal Education Program, Excess Leave Program, AFROTC judge advocate accession programs (including educational delay), inter-component transfer, inter-service transfer, recall, and direct appointment.

3.4. Judge Advocate Accession Programs. Eligibility criteria and application requirements for each program can be found in AFI 51-101.

3.4.1. The Funded Legal Education Program (FLEP). The SecAF may direct the assignment of RegAF officers as students at American Bar Association (ABA)-approved law schools for a period of training not to exceed 36 months leading to a Juris Doctor (J.D.) and completion of legal licensing requirements.

3.4.2. Excess Leave Program (ELP). The SecAF may authorize RegAF officers be placed in excess leave as students at ABA-approved law schools for a period not to exceed 36 months leading to a J.D. and completion of legal licensing requirements.

3.4.3. USAFA Excess Leave Program (U-ELP). The SecAF may authorize RegAF officers, who are graduates of the USAFA, be placed in excess leave as students at ABA-approved law schools for a period not to exceed 36 months leading to a J.D. and completion of legal licensing requirements.

3.4.4. Graduate Law Program (GLP). The GLP is a two-year AFROTC commissioning program for eligible first-year law students. The GLP expands opportunities for law students to enter the TJAGC via the AFROTC commissioning program. Selectees are guaranteed a

position as a RegAF judge advocate contingent upon successful completion of the AFROTC program, medical qualification, graduation from an ABA-approved law school with a J.D., and completion of legal licensing requirements, including proof of active (or equivalent) status with a current license in good standing to practice law before the highest court of a U.S. state, commonwealth or territory, or the District of Columbia.

3.4.5. AFROTC One-Year College Program (OYCP). The OYCP is a one-year AFROTC commissioning program for eligible second-year law students. Selectees are guaranteed a position as a RegAF judge advocate contingent upon successful completion of the AFROTC program, medical qualification, graduation from an ABA-approved law school with a J.D., and completion of legal licensing requirements, including proof of active (or equivalent) status with a current license in good standing to practice law before the highest court of a U.S. state, commonwealth or territory, or the District of Columbia.

3.4.6. AFROTC Educational Delay Program (Ed Delay) The AFROTC Ed Delay Program is a three-year program for officers commissioned through AFROTC who want to delay their entry into the RegAF or SelRes, as appropriate, to study law. Applicants selected to attend law school under the program are not guaranteed a position as an Air Force judge advocate. During the spring semester of their final year of law school, they must apply again for entry into the TJAGC or TJAGCR, as appropriate, upon successful completion of the program, to include graduation from an ABA-approved law school with a J.D., and completion of legal licensing requirements, including proof of active (or equivalent) status with a current license in good standing to practice law before the highest court of a U.S. state, commonwealth or territory, or the District of Columbia.

3.4.7. Direct Appointment Program (DAP). The DAP permits qualified civilians, enlisted personnel, and Reserve officers of other branches of the Armed Forces to apply for direct appointment for duty as an Air Force judge advocate.

3.5. ARC Judge Advocate Accessions. Eligibility criteria and application requirements can be found in AFI 51-802.

3.6. Grade Determination. The nomination authority determines a selectee's grade according to [Table 11.1](#), based on the amount of service credit awarded according to [Table 10.3](#).

Chapter 4

CHAPLAIN

4.1. Professional Qualifications. Applicants for appointment for duty must meet the age and grade requirements in [paragraph 2.6.](#) and [Table 11.1.](#) and meet the education and endorsement requirements and standards set forth in DoDI 1304.28, *Guidance for the Appointment of Chaplains for the Military Department*, and AFI 52-102V1.

4.2. Submitting Applications for the Air Force Chaplaincy.

4.2.1. See [Attachment 6](#) for required application documents and note Chaplain Corps-specific additional required documents in [Table A6.1.](#), rows 31-32.

4.2.2. See [Table 9.1.](#) for instructions on submitting completed packages.

4.3. Selection and Approval Authority.

4.3.1. AF/HC selects and designates officers and officer candidates for duty as chaplains.

4.3.2. AF/HC manages selection for and is the final approval authority for the following Chaplain Corps accession programs:

4.3.2.1. Chaplain Candidate Program.

4.3.2.2. Religious Professional Deferment Program (RPDP).

4.3.2.3. Intraservice transfers.

4.3.2.4. Interservice transfers.

4.3.2.5. Recall.

4.3.2.6. Direct appointment.

4.4. Chaplain Corps Accession Programs. Eligibility criteria and application requirements for each program can be found in AFI 52-102V1 and AFI 52-106, *Religious Professional Scholarship and Deferment Programs*.

4.4.1. The Chaplain Candidate Program. The Chaplain Candidate Program is a three (3) to eight (8) year program, depending on ecclesiastic endorsement, for eligible graduate-level degree-granting religious studies students. Selectees are guaranteed a position as a chaplain contingent upon successful completion of officer training, medical qualification, graduation from an approved educational institution and endorsement by an approved ecclesiastical endorser.

4.4.1.1. In addition to being otherwise qualified, applicants seeking appointment as chaplain candidates must:

4.4.1.1.1. Possess 120 semester hours (180 quarter hours) of undergraduate credit from a qualifying educational institution. **(T-1)**

4.4.1.1.2. Apply when enrolled in the AFROTC program or full time in seminary, but no later than the third semester before graduation from seminary. **(T-1)** Qualifying enrollment is enrollment in a graduate-level degree-granting religious studies program of qualifying educational institutions. Such programs and institutions are to

be in compliance with criteria in DoDI 1304.28 and AFI 52-102V1. When AFR needs dictate or in cases of extraordinary qualifications of the applicant, AFRC/HC may approve admission to the Chaplain Candidate Program for an applicant who is enrolled less than full time but at least half time in seminary. The applicant must provide a letter to AFRC/HC from an advisor, professor or other school official at the qualifying educational institution that certifies enrollment and stipulates the reason the applicant is enrolled less than full time. **(T-1)** *Note:* AFROTC students may apply before graduation if accepted into a full time graduate-level degree-granting religious studies program at a qualifying educational institution.

4.4.1.1.3. Pursue professional qualifications required by [paragraph 4.1](#). **(T-1)**

4.4.1.1.4. Obtain ecclesiastical endorsing agency approval to enter the Chaplain Candidate Program. **(T-1)**

4.4.1.1.5. Meet age requirements of [paragraph 2.6](#).

4.4.1.1.6. Be acceptable to the Chief of Chaplains through authority delegated to AFRC/HC. **(T-1)**

4.4.1.2. Appointment. Appointment is contingent on a military authorization and a faith group requirement.

4.4.1.2.1. Each approved applicant is commissioned in the grade of second lieutenant in the AFR.

4.4.1.2.2. Each applicant signs the statement of understanding ([Attachment 4, paragraph A4.6](#)) at the time of appointment.

4.4.1.3. Termination of Chaplain Candidate Status.

4.4.1.3.1. The status of a chaplain candidate is in force until ARPC processes the candidate for reappointment as a chaplain, reappointment into a different competitive category, or separates the candidate.

4.4.1.3.2. ARPC terminates a chaplain candidate's commission under the provisions of AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*, when required.

4.4.1.3.3. A member's active participation as a continuation candidate requires a written "statement of intent" at least annually. Except in the most unusual circumstances, AFRC/HC submits a continuation candidate for involuntary administrative discharge if he or she fails to obtain ecclesiastical endorsement within 3 years after graduating from seminary.

4.4.1.4. Reappointment as a Chaplain. A candidate applies for reappointment after graduating from a theological seminary and satisfying faith group ecclesiastical requirements.

4.4.1.4.1. On reappointment, the officer actively participates in the SelRes for a minimum of 3 years unless selected for a RegAF appointment in coordination with AFRC/HC or NGB/HC, as appropriate.

4.4.1.4.2. The officer must agree to apply for the Basic Chaplain Course as soon as possible, but no later than 1 year after the date of reappointment. **(T-2)** AFRC/HC and NGB/HC may authorize a delay in attendance at the Basic Chaplain Course due to scheduling conflicts, limited availability of class slots and mission requirements.

4.4.2. RPDP. The RPDP is a three-year to eight (8) year program, depending on ecclesiastic endorsement, for officers commissioned in the Air Force Chaplain Candidate Program IAW AFI 52-106. Selectees are guaranteed a position as a RegAF chaplain contingent upon successful completion of officer training, medical qualification, graduation from an approved educational institution and endorsement by an approved ecclesiastical endorser.

4.4.3. Direct Appointment Program (DAP). The DAP permits qualified civilians, enlisted personnel and Reserve officers of other branches of the Armed Forces to apply for individual appointment for duty as an Air Force chaplain.

4.5. Appointment or Reappointment From Enlisted or Line Officer Status. Applicants applying for appointment or reappointment from enlisted or line officer status require acceptance into the AFR to participate in the AF Chaplain Candidate Program.

4.6. Grade Determination. The nomination authority determines a selectee's grade according to [Table 11.1](#), based on the amount of service credit awarded according to [Table 10.2](#).

Chapter 5

HEALTH PROFESSIONALS

5.1. Professional Qualifications. Applicants for the health professions are awarded a primary AFSC reflecting the specialty or sub-specialty in which they are most qualified. This qualification is based on training, experience, license, and standards set forth in the AFOCD. The AFOCD can be found on the myPers website located at (<https://mypers.af.mil>).

5.1.1. Applicants for Doctor of Medicine (MD) and Doctors of Osteopathy (DO) must:

5.1.1.1. Successfully complete Step 3 of the United States Medical Licensing Exam (USMLE) or Level 3 of the Comprehensive Osteopathic Medical Licensing Examination (COMLEX) and complete 1 year of postgraduate (PG) training. **(T-1)**

5.1.1.2. Have attained permanent certification by the Educational Council for Foreign Medical Graduates (ECFMG) or have completed a Fifth Pathway program with a certificate of completion by an accredited U.S. medical school if a graduate of foreign medical school. **(T-0)**

5.1.1.3. Be acceptable to AF/SG and engaged in the ethical practice of medicine or osteopathic medicine. **(T-0)**

5.1.2. Applicants for Doctor of Dental Surgery (DDS) and Doctor of Dental Medicine (DMD) must:

5.1.2.1. Furnish a statement from the institution indicating they have completed all degree requirements or expect to do so by the end of the senior year of professional school. **(T-0)** Applications from dental students may be accepted and processed before the applicant receives the qualifying degree. If otherwise qualified, the applicant may be conditionally tendered an appointment no earlier than 180 days before graduation. On application, students sign and date the conditional tender of appointment at **Attachment 4, paragraph A4.7**.

5.1.2.1.1. Licensure Requirements for Dentists, New Dental Accessions, Health Professions Scholarship Program (HPSP) Dental Graduates, and Advanced Education in General Dentistry (AEGD) Residents. Dentists must hold a current, active, unrestricted license to practice dentistry in a state or jurisdiction of the US except as noted below:

5.1.2.1.2. Direct accession dentists must show proof of having passed both Part 1 and Part 2 of the National Board and a state or regional licensing clinical board exam. In addition, they must show proof of having applied for a license to practice dentistry prior to entering AD. An unrestricted active license must be obtained within 1 year of arrival at the first permanent duty location.

5.1.2.1.3. Health Professions Scholarship Program (HPSP) graduates who must serve an AD service commitment, and other new dental graduates entering an AF PGY-1 program must show proof of having passed both Part 1 and Part 2 of the National Board and of having taken a state or regional licensing clinical board exam prior to entering AD. A license must be obtained within 1 year of arrival at the first

permanent duty station for members not completing a PGY-1 program. PGY-1 program graduates who are applying for licensure based on the completion of PGY-1 program have an additional 6 months to obtain licensure.

5.1.2.2. Be acceptable to AF/SG and engaged in the ethical practice of dentistry. (T-0)

5.1.3. Applicants for the Nurse Corps must:

5.1.3.1. Have successfully passed the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and possess current unrestricted registration in at least one state, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the U.S. (T-0) **Exception:** For AFR appointment, applicant must have one (1) year of licensed experience as a registered nurse to be commissioned into the Nurse Corps.

5.1.3.2. Graduate nurses from AFROTC must successfully pass the NCLEX-RN prior to commission into the Nurse Corps. (T-0) Nursing Graduates who fail to pass the NCLEX-RN within the terms of their contract will be offered to the LAF. (T-0)

5.1.3.2.1. For an AFR appointment, nursing graduates must obtain one (1) year of experience within the terms of their contract or may be reassigned from ORS as LAF officers or apply for an MSC appointment in accordance with [paragraph 5.1.4](#).

5.1.4. Applicants for the Medical Service Corps must:

5.1.4.1. Sign a statement of understanding ([Attachment 4](#), paragraph [A4.12](#)). (T-0)

5.1.4.2. Reserve appointment, reappointment, or designation and grade in the Medical Service Corps with Reporting Identifier (RI) or persons participating in HPSP and USUHS is according to AFI 41-110, *Medical Health Care Professions Scholarship Program*.

5.1.4.3. Meet degree eligibility criteria for Health Services Administration career field. Information on qualifying degrees for the 41A AFSC can be found in the AFOCD located on the myPers website.

5.1.5. Applicants for the Biomedical Sciences Corps must:

5.1.5.1. Meet degree eligibility criteria for the specialty or subspecialty applying for. (T-0) Information on qualifying degrees for each specialty or subspecialty, can be found in the AFOCD located on the myPers website.

5.1.6. All applicants must meet licensure and credentialing requirements IAW AFI 44-119, *Medical Quality Operations*.

5.2. Submitting Applications. Submit applications IAW [Table 9.1](#).

5.2.1. See [Attachment 6](#) for required applications documents.

5.2.2. The following organizational activities may waive licensing, registration, and certification requirements described in [paragraph 5.2.3](#):

5.2.2.1. AF/SG, for individuals who apply for a RegAF appointment.

5.2.2.2. AFRC/SG, for individuals who apply for appointment to fill AFR vacancies.

5.2.2.3. NGB/SG, for individuals who apply for appointment to fill ANG vacancies.

5.2.3. License and actual engagement in practice may be waived:

5.2.3.1. For individuals who graduate from approved medical (MD) or dental (DDS/DMD) schools, or schools of osteopathic medicine (DO).

5.2.3.2. For those who have attained permanent certification by the ECFMG or Fifth Pathway program (MD only) if they apply for appointment within 1 year after completing internship or residency training (MD/DO) or 1 year after graduating and while undergoing appropriate postgraduate instruction or engaged in a dental internship (DDS/DMD). Formal postgraduate medical training needs to be continuous and uninterrupted since receiving the MD or DO degree.

5.3. Medical Health Care Professions Scholarship Programs. (RegAF only) Applications for each program are submitted IAW AFI 41-110. Requirements for each program may change annually based on the critical specialties identified by the AF/SG.

5.3.1. HPSP: Applicants must pursue an educational track to achieve the degree of: MD, DO, DDS, DMD, Doctor of Nursing Practice (DNP), Doctorate or Master's degree in allied health professions in order to meet AF accession goals, master of science (MS) or master of arts (MA) degree in nurse anesthesia, or any other degree recognized as critical by the AF/SG. **(T-1)**

5.3.2. USUHS: Program eligibility and application requirements can be found at <https://www.usuhs.edu/>. PS applicants must have approval from their military departments or sponsoring components as part of their application (including the service academies, scholarship and non-scholarship ROTC, advanced ROTC, Reserve and Guard). **(T-0)**

5.3.2.1. F. Edward Hebert School of Medicine. The School of Medicine admits promising candidates with a diverse range of skills and backgrounds. Both civilian and uniformed service personnel (individuals who are currently on active duty) are eligible for admission.

5.3.2.2. Graduate Programs in Biomedical Sciences and Public Health. The Graduate Programs in Biomedical Sciences and Public Health in the USUHS School of Medicine are open to civilian and military applicants. The graduate programs are committed to excellence in the didactic and research training of masters and doctoral degree students.

5.3.2.3. Daniel K. Inouye Graduate School of Nursing. The Graduate School of Nursing (GSN) admits advanced practice nurses in the military and other federal services. Admission to the all GSN programs is competitive and requires School of Nursing faculty endorsement and approval.

5.3.2.4. The Enlisted to Medical Degree Preparatory Program (EMDP2) offers Air Force enlisted personnel the opportunity to complete the preparatory coursework for admission to medical school while maintaining an active duty status. This program is open to candidates who demonstrate integrity and are dedicated to becoming future physicians, leaders and scholars of the nation's medical force. The EMDP2 is a 24 month program offered through the USUHS.

5.3.3. FAP: Only civilian physicians and dentists enrolled in an accredited specialized training program beyond the basic MD, DO, DDS, or DMD degree, and pursuing specialty training may apply for FAP.

5.3.4. Active Duty Health Professions Loan Repayment Program (ADHPLRP). Civilian applicants in qualified AFSCs may be eligible to receive repayment for debts incurred while obtaining advanced health care education.

5.4. Interservice Physician Assistants Program (IPAP). A comprehensive program leading to a Masters degree from the University of Nebraska and a commission as a first lieutenant. Upon completion of training, IPAP graduates are required to pass the Physician Assistant National Certifying Examination (PANCE) within 12-months of commissioning. Eligibility criteria and application requirements are located on the Air Force Medical Services (AFMS) Knowledge Exchange (KX) webpage (<https://kx2.afms.mil/kj/kx3/afbsceducation>), applicants need a Common Access Card (CAC) to request website access. Applicants should contact the Biomedical Sciences Corps Education and Utilization Branch (AFPC/DP2NW) for additional information.

5.5. AFRRSP. (AFR only) Provides financial assistance to persons engaged in training leading to a degree in medicine or dentistry or training in a health professions specialty critically needed in wartime.

5.5.1. Applicants must meet the eligibility criteria contained in AFI 10-302, *Air Force Ready Reserve Stipend Program (PA)*.

5.5.2. Submit applications IAW AFI 10-302.

5.6. Air National Guard ECP. (ANG only) The ANG ECP is designed for students enrolled in an approved allopathic or osteopathic medical school. Only those accredited schools located in the U.S., Puerto Rico, or Canada are acceptable for student participation in this program.

5.6.1. Applicants must meet the eligibility criteria for appointment prescribed in this instruction and ANG Instruction (ANGI) 41-102, *Early Appointment Program for Physicians*.

5.6.2. Submit applications to IAW ANGI 41-102.

5.7. Reappointment as a Captain. Under [Table 11.1.](#), rule 3, note 2, reappointment as a captain is tendered to participants in the HPSP, USUHS, and ANG ECP upon receipt of the MD or DO degree under DoDI 6000.13.

5.8. Grade Determination. The nomination authority determines a selectee's grade according to [Table 11.1.](#) based on the amount of service credit awarded according to [Tables 10.4.](#), [10.5.](#), and [10.6.](#)

Chapter 6

INTRASERVICE TRANSFER

6.1. Transfer of RegAF Officers to the AFR. RegAF officers may apply for transfer to the AFR.

6.1.1. A RegAF officer who submits an unqualified resignation following a period of honorable service and who has a remaining MSO or unfulfilled contractual agreement, is separated if he or she accepts a Reserve appointment in the grade held in the RegAF at the time of discharge under DoDI 1200.15. AFPC Military Retirement and Separation Section (AFPC/DP2STM) projects an officer with a remaining MSO for transfer to the Individual Ready Reserve (IRR) with assignment to the Obligated Reserve Section (ORS), unless the officer applied for a SelRes or PIRR assignment.

6.1.1.1. Separation from the RegAF and acceptance of the Reserve commission takes place on sequential dates. The separation from RegAF occurs at 2400 hours on the date specified in the separation orders, the individual becomes a AFR officer immediately following. The special order (AF Form 100, *Request and Authorization for Separation*) announces the separation from RegAF, while the AFR appointment order documents the accession into the AFR.

6.1.2. A RegAF officer, who does not have a MSO or unfulfilled contractual agreement (i.e. ADSC, etc) and who is honorably discharged by reason of unqualified resignation, may request appointment as an AFR officer at the time of resignation.

6.1.2.1. Since accepting a Reserve commission constitutes voluntary assignment to the Ready Reserve (i.e. IRR or SelRes), AFPC/DP2STM projects an officer requesting appointment under [paragraph 6.1.2.](#) for transfer to the Ready Reserve and assignment to the Nonobligated Nonparticipating Ready Personnel Section (NNRPS), unless they applied for a Ready Reserve participating assignment.

6.1.2.2. The unit commander promptly notifies AFPC/DP2STM if adverse action occurs after approval for a Reserve appointment. Approval for AFR appointment may be withdrawn if it is determined the appointment would no longer be in the best interest of the Air Force.

6.1.3. A RegAF officer who resigns to enter seminary training is only eligible to be appointed as an AFR officer to be assigned as a chaplain candidate. Under 10 USC §12317, an individual preparing for the ministry in a recognized theological or divinity school may not be required to serve on active duty or participate in active duty training or service, active duty for training (ADT), or inactive duty training (IDT). However, the officer may apply for appointment as a chaplain or chaplain candidate after meeting the requirements specified in [Chapter 4.](#)

6.1.4. Applicants who apply to change competitive categories, must meet additional criteria listed in [Chapter 8.](#)

6.1.5. Retired RegAF members may become members of the AFR upon a finding the member's services are indispensable. A member's service is deemed to be indispensable when the member possesses a defined skill set absolutely essential to meet the critical needs of the organization. Indispensability findings must meet the criteria for both critical need and indispensability.

6.1.5.1. A need is deemed to be critical if the Air Force specialty code (AFSC) and/or skill level is manned less than 100 percent at the organization (wing-level or above) and cannot be reasonably filled by sources other than retired members.

6.1.5.2. A member's service is deemed to be indispensable if the retired member is current in the required AFSC and/or skill level, or can become current in time to meet the critical need; and, meets the unique requirements to occupy the position; and, is the most capable individual to meet the critical need.

6.1.5.3. Appointment is based on AFR requirements. Approval authority is AF/RE, only if serving in the rank of Lieutenant General, as delegated by the SecAF under 10 USC §10145. This authority cannot be further delegated (T-0).

6.2. Transfer of ANG Officers to the AFR.

6.2.1. Applicants must have accrued 24 months or more of active service. (T-2)

6.2.2. Applicant must obtain a conditional release and request transfer to participating status using the AF Form 1288, *Application for Ready Reserve Assignment*. (T-2) The losing commander must include a recommendation on the AF Form 1288. (T-2)

6.2.3. If applicant was discharged from the ANG, applicant must submit a copy of their NGB Form 22 for each period of service. (T-2) The copy should show type of separation, character of service, Separation Designator Number (SDN), Separation Program Designator (SPD), Reenlistment Eligibility (RE) code, and narrative reason for separation.

6.3. Transfer of AFR Officers to the ANG.

6.3.1. The AFR officer must have an AF Form 1288 endorsed by the applicable commander and, if the member has a reserve service commitment obtain a waiver IAW AFRC Instruction 36-2102, *Air Force Reserve Service Commitment Date Program*. (T-2)

6.3.1.1. AFR officers are not eligible for interim appointment prior to NGB/A1PO approval.

6.3.2. AFR officers being appointed to a health professional, chaplain, or judge advocate positions in the ANG must possess the AFSC in the particular specialty to which the officer will be appointed. (T-2) Officers who do not possess the AFSC (in the competitive category) are processed as a reappointment between competitive categories and submit the required documents IAW [Attachment 7](#).

6.3.3. AFR officers retain their Reserve commission when transferring to the ANG. However, an officer of the AFR who is federally recognized as an officer of the Air National Guard becomes an officer of the Air National Guard of the United States and ceases to be an officer of the Air Force Reserve.

6.3.4. Members of the Retired Reserve entitled to retired pay may become members of the ANG upon a finding the member's services are indispensable. A member's service is deemed to be indispensable when the member possesses a defined skill set absolutely essential to meet the critical needs of the organization. Indispensability findings must meet the criteria for both critical need and indispensability.

6.3.4.1. A need is deemed to be critical if the Air Force specialty code (AFSC) and/or skill level is manned less than 100 percent at the organization (wing-level or above) and cannot be reasonably filled by sources other than retired members.

6.3.4.2. A member's service is deemed to be indispensable if the retired member is current in the required AFSC and/or skill level, or can become current in time to meet the critical need; and, meets the unique requirements to occupy the position; and, is the most capable individual to meet the critical need.

6.3.4.3. Appointment is based on ANG requirements. Approval authority is NGB/CF, as delegated by the SecAF under 10 USC §10145.

6.3.4.4. Officers changing competitive categories are ineligible for interim appointment in the ANG.

6.4. Transfer of RegAF Officers to the ANG. RegAF officers applying for appointment in the ANG must qualify for appointment as a Reserve of the Air Force. **(T-1)** To obtain a reserve appointment, the officer must apply through either PALACE CHASE or PALACE FRONT IAW AFI 36-3205, sign an AF Form 133, *Oath of Office (Military Personnel)*, and NGB Form 337, *Oath of Office*, on the day after discharge to ensure continuous commissioned status.

6.4.1. Interim Appointment of RegAF Officers. Officers processed for interim appointment prior to NGB/AIPO approval are eligible if all initial accession requirements are met and all of the following conditions are met:

6.4.1.1. The officer possesses the fully qualified AFSC in the duty AFSC to which assigned.

6.4.1.2. The officer is appointed to a vacant position or one projected vacant IAW ANGI 36-2101, *Assignment Within the Air National Guard (ANG)*.

6.4.1.3. All officer effectiveness/performance reports have "top block/meets standards" ratings.

6.4.1.4. Member does not require any waiver.

6.4.1.5. State Military Personnel Management Office (MPMO) must submit complete accession package to NGB/AIPO within 30 days of interim appointment.

6.4.2. Chaplains, Judge Advocates & officers changing competitive categories are ineligible for interim appointment in the ANG.

6.4.3. Retired RegAF members may become members of the AFR upon a finding the member's services are indispensable. A member's service is deemed to be indispensable when the member possesses a defined skill set absolutely essential to meet the critical needs of the organization. Indispensability findings must meet the criteria for both critical need and indispensability.

6.4.3.1. A need is deemed to be critical if the Air Force specialty code (AFSC) and/or skill level is manned less than 100 percent at the organization (wing-level or above) and cannot be reasonably filled by sources other than retired members.

6.4.3.2. A member's service is deemed to be indispensable if the retired member is current in the required AFSC and/or skill level, or can become current in time to meet the critical need; and, meets the unique requirements to occupy the position; and, is the most capable individual to meet the critical need.

6.4.3.3. Appointment is based on ANG requirements. Approval authority is NGB/CF, only if serving in the rank of Lieutenant General, as delegated by the SecAF under 10 USC §10145. This authority cannot be further delegated (T-0).

6.5. Transfer of ANG Officers Between States.

6.5.1. Reappointment of officers between states, when no change in competitive category is involved, and the officer meets the AFSC requirements IAW the AFOCD, may be accomplished without prior approval by NGB/AIPO. Competitive category transfers are processed IAW [Chapter 8](#).

6.5.2. To maintain continuity, separation from the ANG of the losing state and appointment to the ANG of the gaining state is effective on consecutive dates.

6.5.3. NGB/AIPO transfers and extends federal recognition to the gaining state and withdraws federal recognition from the losing state.

6.5.4. The State MPMO must submit complete accession package to NGB/AIPO within 30 days of interim appointment. (T-2)

6.6. Transfer of ARC Officers to RegAF. On occasion the RegAF may provide an opportunity for ANG and AFR officers to volunteer to permanently transfer to the RegAF to help meet RegAF requirements for trained, career-oriented officers in particular grades and skills. AF/AIP authorizes LAF recall programs and sets criteria.

6.6.1. Applicant must meet the following basic requirements. (T-2)

6.6.1.1. Be an ARC officer (AFR or ANG).

6.6.1.2. Have at least a bachelor's degree or the professional equivalent requirements for the AFSC contained in the AFOCD.

6.6.1.3. Be able to qualify for regular retirement before completing 28 years and 30 days of total federal commissioned service and before reaching age 60 (except for health professionals and chaplains).

6.6.1.4. Physically qualify for active service IAW AFIs 48-123 and 36-2905.

6.6.1.5. Have a current, favorable ENTNAC or NAC or higher. Refer to [Chapter 2](#) for NAC requirements. Refer to AFI 31-501 for all other clearances.

6.6.1.6. Agree to serve the minimum period of active duty by indicating agreement in the appropriate block under item 14 of AF Form 125, *Application for Extended Active Duty with the United States Air Force*.

6.6.1.7. Have completed or are enrolled in a professional military education course in keeping with their grade.

6.6.1.8. Not be in a deferred promotion status.

6.6.1.9. Not have separated from the active component of any branch of service for any of the following reasons:

6.6.1.9.1. At the discretion of the service Secretary.

6.6.1.9.2. Nonselection for promotion or not further continued on active duty. **Exception:** If subsequently selected by an ARC promotion board.

6.6.1.9.3. Force management program, with or without Voluntary Separation Pay.

6.6.1.9.4. Termination of active status.

6.6.1.9.5. After sentence to dismissal.

6.6.1.9.6. Failed to complete flying or technical training.

6.6.1.10. Not be on the AF Retired Reserve List.

6.6.1.11. Not be an ARC member on active duty training attending UFT unless released by the applicable component.

6.6.2. Special Retirement Criteria for Medical Service Officers and Chaplains. If the individual cannot qualify for retirement, the individual may voluntarily enter the Active Duty List (ADL) if:

6.6.2.1. The applicant acknowledge in writing, that he/she cannot stay on ADL until retirement.

6.6.2.2. The AFPC/CC (or designee) approves.

6.6.3. Determining Grade. Reserve officers are ordered to the ADL in their Reserve grades unless [Table 6.1.](#) entitles them to higher grades. Determine current grade date of rank (CGDOR) according to AFI 36-2604.

Table 6.1. Grade in Which Ordered to Active Duty.

| R U L E | A | B | C |
|----------------------------|--|---|--|
| | If officer is | And Entry Grade Credit (see Note 1) | RegAF grade will be |
| 1 | Reserve LAF officer | (not applicable) | Reserve grade (see note 2). |
| 2 | designated as a Chaplain, JA, Medical Corps (MC), Dental Corps (DC), Nurse Corps (NC), Biomedical Sciences Corps (BSC), or Medical Service Corps (MSC) officer | does not authorize a higher grade under rules 3 through 10 | |
| 3 | designated as a MC or DC officer | is less than 10 years | O-3 (captain). |
| 4 | | is 10 or more but fewer than 16 years | O-4 (major). |
| 5 | | is 16 or more but fewer than 22 years | O-5 (lieutenant colonel) (see note 2). |
| 6 | | is 22 years or more | O-6 (colonel) (see note 2). |
| 7 | designated as a Chaplain, JA, NC, BSC, or MSC officer, or assigned as an attorney in the Air Force General Counsel's Honors Program (see note 3) | is less than 2 years | Reserve grade. |
| 8 | | is 2 or more but fewer than 4 years | O-2 (first lieutenant). |
| 9 | | is 4 years or more but fewer than the junior due course major in the relevant competitive category as of the effective date of active duty (see note 4) | O-3 (captain). |
| 10 | | more than the junior due course major as of the effective date of active duty (see note 4) | O-4 (major) (see note 5). |

Notes:

- Attachment 1** explains entry grade credit. **Paragraph 6.6.5.** of this instruction tells how to compute it.
- For entry on the ADL in the grades of lieutenant colonel and colonel, see **paragraph 6.6.4.** of this instruction.
- The following officers enter the ADL as first lieutenants and CGDOR is effective date of active duty: JA officers. Officers assigned to the Air Force General Counsel's Honors Program.
- Attachment 1** defines due course officer. AFPC/DP2N determines entry grade credit for NC, BSC, and MSC officers who enter the ADL under rules 9 and 10.
- A Reserve lieutenant colonel or above enters the ADL in the grade held. Entry on the ADL as lieutenant colonel or above requires SecAF (or designee) approval (see **paragraph 6.6.4.** of this instruction).

6.6.4. Grade Restrictions. Approval of the SecAF is required to enter the ADL at a grade above major. **Exception:** AFPC/DP2N may approve entry to the ADL in the grade of lieutenant colonel for health professionals in an approved specialty with a staffing shortage. AFPC/DP2N must receive Senate confirmation before appointing a medical officer to the ADL as a lieutenant colonel.

6.6.5. Determining Entry Grade Credit.

6.6.5.1. Calculating Service Credit. Add the time between when an officer accepted the RegAF appointment and was actually entered on the ADL to the total commissioned service.

6.6.5.2. Adding Partial Credits. Add any partial credit according to these guidelines:

6.6.5.2.1. Medical and dental officers get credit for all active commissioned time served (year-for-year).

6.6.5.2.2. Chaplains get credit for active commissioned status not on the ADL one-to-one up to 1 year.

6.6.5.2.3. Calculate commissioned service on active duty on a year-for-year basis for officers other than chaplains in [Table 6.1](#), rules 7 through 10. Calculate active commissioned status other than active duty as 1/2 year for each year.

6.6.5.2.4. An officer, designated as a judge advocate or assigned as a legal officer in the Air Force General Counsel's Honors Program who was appointed first lieutenant with total service credit equal to at least 36 months, but less than 42 months receives additional service credit to bring the total service credit to 42 months on the date of entry on the ADL.

6.6.6. Do not order ANG or AFR officers serving specified tours of duty to the ADL until they complete that service, unless the proper authority waives this requirement. Send waiver requests:

6.6.6.1. To NGB/AIPO for ANG officers.

6.6.6.2. To ARPC/DPA for AFR AGR officers; to AFRC/A1 for all other AFR officers.

6.6.7. Withdrawing From, Declining, or Postponing entry on the ADL.

6.6.7.1. Declining entry on the ADL. If a volunteer for entry on the ADL changes his/her mind, he/she can decline the selection without penalty any time before actually selected, if not obligated to serve on the ADL.

6.6.7.1.1. Declining During the Grace Period. Applicants have 14 calendar days (grace period) after selection for entry on the ADL to accept or decline it. If an applicant declines during that period, there is no penalty; however, he/she may be denied entry on the ADL for one year from that date.

6.6.7.1.2. Declining or Withdrawing for Other Reasons. If an applicant did not decline during the 14-day grace period (see [paragraph 6.6.8.1.1](#)), he/she may *not* withdraw the section except for extreme personal hardship that did not exist during the 14-day grace period. If the approving authority determines the hardship is valid, entry on the ADL may be postponed or cancelled. **Caution:** If an applicant tries to

withdraw and cannot prove extreme personal hardship, the applicant may be discharged under AFI 36-3209.

6.6.7.2. Postponing entry on the ADL. Applicants can defer ADL entry date or withdraw an application without penalty if on an approved promotion list with an effective date of promotion after the scheduled RegAF appointment date. IAW AFI 36-2501, *Officer Promotions and Selective Continuation*, an officer on the Reserve Active Status List (RASL) who is on a promotion list as a result of selection for promotion by a mandatory promotion board who before being promoted is placed on the ADL and placed in the same competitive category, shall be placed on appropriate promotion list for officers on the ADL. The effective date of promotion and date of rank shall be established IAW AFI 36-2501. Officer selected for promotion on a Promotion Vacancy board must be pinned on prior to entering the ADL or forfeit the promotion.

6.7. Former Officers Who Held an Aeronautical Rating.

6.7.1. Nomination authorities may nominate former officers of any of the Air Force components (including RegAF officers who did not apply for Reserve commission within 12 months after resigning) who held an aeronautical rating to fill aircrew positions in the ANG, AFR, or RegAF. The applicant must meet the following eligibility requirements:

6.7.1.1. Be available for, and agree to participate in, an aircrew position for at least 4 years after being appointed. **(T-1)**

6.7.1.2. Qualify or requalify for an Air Force aeronautical rating or have previous Air Force aeronautical orders revalidated under AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Aviation Badges*.

6.7.1.3. Not have a previous appointment terminated for cause. **(T-1)**

6.7.1.4. Meet all criteria for initial appointment, except that age may exceed the normal maximum by the number of years of previous commissioned service. **(T-1)**

6.7.1.5. Not have held a permanent Reserve grade higher than major (or equivalent) at the time of discharge. **(T-1)**

6.8. The Career Intermission Program (CIP) is a unique retention tool providing select Total Force (TF) Airmen (RegAF and career status Active Guard and Reserve (AGR)) the opportunity for a one-time temporary transition from active duty to the IRR to meet personal or professional needs outside the service while providing a mechanism for seamless return to active duty.

6.8.1. CIP participants enter into a signed agreement under which they agree to return to active status in the component from which they separated.

6.8.2. Upon return to active status, CIP participants' DOR and service commitment are adjusted according to the signed program agreement.

6.8.3. CIP participants from the RegAF must have an approved Reserve appointment before transfer to the IRR, and an approved RegAF appointment prior to transferring back to the RegAF. **(T-1)**

6.8.4. Additional information is available on the AFPC website per the PSDG.

Chapter 7

INTERSERVICE TRANSFERS

7.1. Overview. These transfers require members be discharged or terminated from their current commissions and appointed without interrupting total service under 10 USC §716. Refer to AFI 36-3207 for transfer of Air Force officers on the active duty list to other Uniformed Services.

7.2. Regular Officers of Any of the Uniformed Services Who Want to Transfer to the RegAF.

7.2.1. Officers must meet the minimum requirements for appointment IAW [Chapter 2](#) of this instruction.

7.2.2. Officers must request transfers according to the rules and regulations of their parent services **(T-0)**. Under DoDI 1300.04, the Secretary of the applicants parent uniformed service must approve the transfer request before sending it to AFPC/DP2LT for routing to the SecAF for final approval. **(T-0)**

7.2.3. Include a signed Statement of Understanding. See format at [Attachment 4, paragraph A4.14.](#) and [A4.15.](#)

7.2.4. USUHS Students. USUHS students from other services desiring to transfer to the Air Force must process their applications directly through their parent service **(T-0)**. Applications for transfer are made through a Board of Review for Interservice Transfer (BRIT) at the Uniformed Services University, Bethesda, Maryland. The results of the BRIT are part of the application package. Approved applications are sent to the respective parent service for further processing.

7.3. Guard and Reserve Line Officers From Other Uniformed Services Who Want to Transfer to the RegAF. Before starting the process, these officers should contact AFPC/DP2LT at the address or phone number indicated in [Attachment 1](#).

7.4. Officers of Other Uniformed Services Who Want to Join the ANG or AFR. Members interested in transferring to the ANG or AFR should contact a recruiter in their local area for information and assistance. Nomination authorities may tender an ANG or AFR appointment to a Reserve officer of another uniformed service, if, in addition to the application and allied papers, they meet the following requirements:

7.4.1. For ANG applicants, a ANG position vacancy exists for which the officer qualifies.

7.4.2. The officer submits an AF Form 24. Applicants for the AFR also include an AF Form 1288.

7.4.3. The officer obtains a conditional release from the parent service in which the applicant holds an appointment.

7.4.4. The officer meets the minimum requirements of the AFOCD and has at least a bachelor's degree.

7.4.5. Rated Positions. For rated positions, officers who have been trained by other than USAF flight training, must appear before an Aeronautical Rating Board (ARB) IAW AFI 11-402 and be approved for award of an USAF aeronautical rating. (**Note:** For ANG applicants, this is accomplished prior to the applicant appearing before a Federal Recognition Board.) Some former officers and officers of other services may require a Flying Evaluation Board (FEB). Refer to AFI 11-402, for applicable circumstances requiring an FEB. If applying for flying training, see [paragraph 2.6.2.](#) for age restriction.

7.4.5.1. Navy and Marine Corps Pilots. Document completed undergraduate flight training (fighter, multiengine, or helicopter) and any subsequent flight training courses.

7.4.5.2. Army Pilots. Document completed undergraduate flight training programs (fixed wing and rotary wing training).

7.4.6. The officer does not have an unfulfilled service commitment or an active duty obligation under the Military Selective Service Act of 1967.

7.4.7. The officer must not be in a failed promotion status and his/her service dates and DOR cannot place the officer beyond the mandatory phase point for promotion to the next grade. See [Attachment 3. \(T-1\)](#)

7.4.8. Applicants must not have had a previous appointment terminated for cause, or determined ineligible for appointment IAW [Chapter 2. \(T-1\)](#)

7.5. Authorized Grades.

7.5.1. Transferring service members receive credit for accrued total service before transfer IAW DoDIs 1300.04 and 1205.05. Except as stated in [paragraphs 7.5.2., 7.5.3. and 7.5.4.](#), an officer's current grade and DOR remain the same after transfer as on the day before transfer from the parent service.

7.5.2. Officers who have spent time in the ISLRS or equivalent may have their DOR adjusted as appropriate.

7.5.3. Public Health Service officers will have their DOR adjusted **(T-1)**.

7.5.4. A commissioned officer with constructive service credit (CSC) for education, training, or experience who transfers to a different (noncomparable) category loses those credits. The officer receives the grade, DOR, and service dates appropriate for the credit granted in the new category IAW this instruction and AFI 36-2604.

Chapter 8

COMPETITIVE CATEGORY TRANSFERS

8.1. Appointment Between Competitive Categories Within the Same Component. Officers may apply for appointment between competitive categories (LAF, JA, HC, MC, DC, NC, MSC and BSC). If approved, the officer may be required to tender a new appointment prior to being assigned to the professional specialty or line position. Upon acceptance of the reappointment, previous appointments are withdrawn.

8.2. RegAF Applicants.

8.2.1. AFPC/DP2STM carries out the competitive category program within the RegAF in coordination with the losing and gaining competitive category career field managers and ensures the officer retains the sequence number for a promotion in the losing category when transferred before assuming the higher grade. **Note:** All applications for transfer to the JAG corps are processed IAW AFI 51-101, [Chapter 10](#).

8.2.2. AFPC/DP2STM reviews transfer applications to the health professionals and chaplains, and conducts Accessions Boards for selection into each. The functional manager notifies AFPC/DP2STM of officers in the health professions completing an education program that require a competitive category transfer.

8.2.3. AFPC/DP2STM approves or disapproves the application for competitive category transfer based on the needs of the Air Force.

8.2.4. Eligibility Requirements. In addition to meeting the requirements for the competitive category, each applicant must meet the following eligibility requirements to apply for a competitive category transfer (**T-1**):

8.2.4.1. Has at least 4 years but no more than 10 years of total active federal commissioned service as of the transfer or appointment effective date.

8.2.4.2. Has completed all ADSCs as of the transfer or appointment effective date.

8.2.4.3. Be willing to incur an additional 2 years of ADSC, effective the date of transfer or appointment.

8.2.4.4. Submit a waiver to AFPC/DP2STM for any of the above requirements.

8.2.5. Disqualifying Factors. An officer is disqualified for a competitive category transfer if any of the following factors apply (these factors are not waiverable):

8.2.5.1. In a promotion non-selection status.

8.2.5.2. Has previously received a competitive category transfer.

8.2.5.3. Has quality force indicators such as: Unfavorable Information File (UIF), Article 15 within the last 2 years, current fitness assessment failure, and/or rated "does not meet standards" on most recent officer performance report (OPR).

8.2.5.4. Has been disapproved for transfer within 12 months of the new application.

8.2.5.5. Has been selected by a Force Management Selection Board.

8.3. AFR Applicants.

8.3.1. To apply, an officer will submit a memorandum application and attach documents not already included in the MPerRGp. **Example:** Diploma from medical school, transcript of college work, copy of license to practice, and any other documents or information the officer desires to submit. (T-1)

8.3.1.1. In addition to meeting the requirements for the competitive category, each applicant, other than AFROTC graduates requesting a non-LAF competitive category, must have at least 4 years, but no more than 10 years of total federal commissioned service as of the transfer or appointment effective date. (T-1)

8.3.2. A certificate of physical fitness may be accepted instead of a medical examination, if the officer has complied with the requirements for a periodic physical examination. However, an officer who has not submitted a report of medical examination within 3 years before the date of application must submit a current examination (T-1).

8.3.2.1. An officer is disqualified for a competitive category transfer if any of the following factors apply (these factors are not waiverable):

8.3.2.1.1. In a promotion non-selection status.

8.3.2.1.2. Has quality force indicators such as: UIF, Article 15 within the last 2 years, current fitness assessment failure, and/or current rating of "does not meet standards" on the applicant's most recent OPR.

8.3.2.1.3. Has been disapproved for transfer within 12 months of the new application.

8.3.3. The nominating authority reappoints officers of the MSC who are medical or dental students as first lieutenants when the students meet the requirements outlined in [Chapter 5](#). (See [Table 11.1](#), note 2, for authority to reappoint medical students as captains.)

8.3.4. When the action does not involve the award of service credit and a change in grade or DOR does not occur, the appropriate nominating authority, in coordination with the CFM, designates the officer to perform professional functions or withdraws such designation by administrative order.

8.3.5. An officer is reappointed when the action involves the award of service credit IAW [Chapter 10](#) and a change in grade or DOR occurs. Before reappointment, the nominating authority advises the officer, in writing, of potential ramifications of a change in grade, DOR, or the loss of service credit. The applicant should sign and date the written advisory.

8.3.6. When a line officer on flying status with a current effective aeronautical rating accepts reappointment as a health professional, chaplain, or judge advocate, the appropriate office (AFI 11-402) publishes an order disqualifying the officer from flying status.

8.4. ANG Applicants.

8.4.1. Eligibility Requirements. Each applicant must meet the requirements of the competitive category for which they are approved IAW the AFOCD. (T-1)

8.4.2. The ANG unit must submit the appointment application to The State Adjutant General (or representative) for approval, indorsement, and forwarding to NGB/A1 for final approval, IAW [Chapter 9](#) of this instruction. (T-1)

8.4.3. Appointment and Federal Recognition. NGB/A1 provides approval for reappointment of ANG officers IAW [Chapter 9](#).

8.5. Resignation and Reappointment. An officer applying to change competitive categories within the same component must resign from the losing competitive category and be reappointed when the transfer results in a loss of service credit (both constructive and earned) or a change in grade. (T-2) Reappointment is accomplished IAW [Chapter 12](#). The resignation is contingent on reappointment into the gaining competitive category.

8.5.1. On resignations, the officer will submit the following to AFPC/DP2STM, NGB/A1, or ARPC/DPAR, as appropriate (T-2):

8.5.1.1. RegAF only: Tender of Resignation Statement ([Attachment 7](#)).

8.5.1.2. AF Form 780, *Officers Voluntary Application for Separation*, according to AFI 36-3207. Separation from the losing category is effective as of the day preceding the date the officer accepts reappointment to the gaining category to ensure the officer does not incur a break in service. Send completed actions to AFPC/DP2STM.

8.5.2. An officer is not required to resign when a transfer does not result in a change of grade due to award of or removal of CSC during the transfer. (T-2)

8.6. Withdrawing Designation to Perform Professional Functions. The nominating authority may withdraw designation to perform professional functions and assign an officer to the LAF if:

8.6.1. The initial appointment professional functions performed in another category are not being used to acquire line officer status;

8.6.2. The below do not object to such reappointment or transfer;

8.6.2.1. AF/SG, AF/JAX, or AF/HC, as appropriate, for RegAF.

8.6.2.2. AFRC/SG, AFRC/JAR and TJAG, or AFRC/HC, as appropriate for AFR.

8.6.2.3. NGB/A1PO, NGB/JA, NGB/SG or NGB/HC, as appropriate for the ANG.

8.6.3. A requirement exists in a line specialty for which the officer qualifies and can be effectively utilized; and

8.6.4. The officer agrees to accept reappointment despite an adjustment of grade or DOR. When there is no change in service credit involved, the appointing authority assigns the officer to the LAF in the officer's current grade and does not change the officer's service dates.

Chapter 9

APPLICATION

9.1. How to Apply. Recruiters or Base Education and Training Offices (BETO) assist individuals applying for appointment to enter active service. The ANG Military Personnel Section (MPS), unit commander, or recruiter where the vacancy exists, assists individuals applying for appointment to fill authorized vacancies in the ANG.

9.2. Application. The application consists of the items listed in [Attachment 6](#). Additional specific requirements for AFROTC, OTS and USAFA can be found in AFI 36-2011, AFI 36-2013, and AFI 2019 as applicable.

9.3. Submitting an Application. Individuals will submit applications according to [Table 9.1. \(T-3\)](#)

Table 9.1. Submitting Application.

| R U L E | A | B |
|------------------|---|--|
| | If the applicant is or is applying for | then submit the application |
| 1 | appointment in a RegAF health profession under Chapter 5 and holds military status (see note) | to AFRS/RSOCA |
| 2 | appointment in a RegAF health profession under Chapter 5 and holds no military status | |
| 3 | an AFR member, seeking Reserve LAF appointment | through the Unit/CC and command channels to ARPC/DPAR. |
| 4 | seeking initial appointment for JAG duties | to AF/JAX. |
| 5 | a RegAF officer applying for reappointment or designation in TJAGC | through servicing MPS and MAJCOM to AF/JAX. |
| 6 | an AFR officer applying for assignment or reappointment in TJAGCR | through Reserve channels to AF/JAR and ARPC/DPAR, in turn, if necessary. |
| 7 | appointment as an applicant for the Chaplain Candidate Program and designation as a chaplain on ordination and graduation from seminary | to AFRC/HCX. |
| 8 | appointment and designation as a AFR chaplain | |
| 9 | appointment and designation as a RegAF chaplain | to AFRS/RSOH. |
| 10 | AFR appointment in a health profession under Chapter 5 | AFRC/SGS. |
| 11 | competitive category transfers (for example, a LAF | according to Chapter 8 of this |

| R U L E | A | B |
|---|--|---|
| | If the applicant is or is applying for | then submit the application |
| 12 | officer applying for reappointment to the JAGC or JAGCR, or as a chaplain or health professional under Chapter 3, Chapter 4, or Chapter 5) | instruction for RegAF appointment. |
| | | through Reserve channels (e.g., AFRC functional coordination) to ARPC/DPAR for AFR appointment. |
| 13 | ANG appointment or reappointment in any category | to the ANG servicing FSS, the adjutant general of the state concerned, and NGB/A1PO in turn. |
| 14 | a RegAF enlisted member applying for RegAF appointment under Chapter 5 | to AFPC/DP2LT. |
| 15 | AFR appointment through the AFRRSP | to AFRC/SG. |
| 16 | a former officer applying for RegAF appointment as a LAF and holds no military status | to AFRS/RSOCA. |
| Note: Rule 1 does not pertain to RegAF enlisted personnel applying for appointment in the MSC, BSC, or NC under Chapter 5 . They submit application according to rule 14. | | |

9.4. Selecting an Applicant. The nomination authorities specified in **paragraphs 1.5.** through **1.9.** review applications and make selections. Applicants are selected through the use of a quality-oriented system including, but not limited to, factors such as education, experience, test scores, potential, motivation, and, if applicable, prior military performance. Selection boards for Reserve appointments must include at least one Reserve officer (**T-1**). **Note:** Boards convened to select Reserves for appointment in the RegAF do not require a Reserve officer on the selection board.

9.4.1. The selection of officers for appointment in the ANG is a function of the state. By authority of the SAF, appointments are federally recognized in the ANG at the discretion of the Chief, NGB.

9.4.2. Appointing authorities establish procedures to notify the losing service of the acceptance of their members for appointment and ensures notification contains complete information.

9.4.3. The selection or appointing authority ensures persons who are non-selected, ineligible, or found not qualified for appointment, are so advised. They then dispose of application documents according to AFI 36-2608, *Military Personnel Records System*.

9.4.4. When an applicant declines or fails to accept an appointment, the appointing authority cancels the appointment by reason of non-acceptance and notifies the appointee and AF/A1PT. The appointing authority enters the declination and date on all retained copies of the appointment memorandum and disposes of application documents according to AFI 36-2608. Applicants are ineligible to reapply for 12 months IAW [paragraph 2.1.2.](#) of this instruction.

Chapter 10

SERVICE CREDIT

10.1. Entry Grade Credit for Grade Determination. All initial LAF officer appointments are made in the grade of second lieutenant. Professional category initial appointees may qualify for a higher grade due to CSC rules in effect at the time of appointment IAW DoDI 1312.03 and DoDI 6000.13. Except as limited by maximum credit limits (see [Table 11.1.](#)), entry grade credit is the sum of prior active commissioned service (except as a commissioned warrant officer) and CSC. Prior commissioned service is calculated first.

10.1.1. CSC or service credit entitlements cannot be applied retroactively (grandfathering) and a member cannot terminate his or her appointment and request reappointment in order to take advantage of changes to CSC or service credit rules.

10.1.2. A period of time is counted only once when computing entry grade credit.

10.1.3. This chapter does not pertain to applicants in the following circumstances.

10.1.3.1. Pursuant to 10 USC § 533, reserve officers (other than commissioned warrant officers) appointed as regular officers are appointed in the same grade and with the same DOR as the grade and DOR the officer would have held had the officer been serving on the ADL on the date of appointment.

10.1.3.2. A former RegAF or ARC officer may, if otherwise qualified, be appointed or reappointed as a Reserve Officer.

10.1.3.2.1. The officer may be placed on the RASL in the grade equivalent to the permanent RegAF or Reserve grade and in the same competitive category in which the person previously served satisfactorily on AD or in an active status.

10.1.3.2.2. The officer may be credited, for determining DOR, with service in grade equal to that held by that person when discharged or separated.

10.1.3.3. Graduates of Service Academies do not receive credits for services, education, training or experience obtained prior to graduation.

10.1.3.4. Service credit does not apply to persons being initially commissioned through OTS (TFOT) or AFROTC.

10.2. Prior Active Commissioned Service Credit. Credit for PS as a commissioned officer (other than as a commissioned warrant officer) on active duty or in an active status including periods of active duty for training, is granted to recognize previous commissioned experience, while maintaining cognizance of the level of professional knowledge, skill, and experience required at specific rank levels. Credit for prior commissioned service as a Regular or Reserve officer within the following limitations:

10.2.1. LAF officers ([Table 10.1](#))

10.2.2. Chaplains ([Table 10.2](#), rules 1 through 5)

10.2.3. Judge Advocates ([Table 10.3](#), rules 1 through 5)

10.2.4. MC or DC officers ([Table 10.4](#), rules 1 through 3).

10.2.5. BSC, MSC, NC officers (**Table 10.5, rules 1 through 4**).

10.2.6. Commissioned service in an active status while participating in a program leading to appointment in a specialty in which constructive service is awarded or in the specialty in which being appointed, designated, or assigned.

10.2.6.1. An officer who completes a program that would qualify for CSC under **paragraph 10.3**, while in an active status may be credited with prior commissioned service credit. The credit awarded will be the difference between the officer's time in an active status and the amount of time normally required to complete the program.

10.2.6.2. The length of such a program is the number of years (to the nearest year) normally required to complete the advanced education or receive the advanced degree pursuant to 10 USC §§ 533 and 12207.

10.3. Constructive Service Credit. CSC is to provide grade and DOR comparability for an individual who begins commissioned service after obtaining the additional education, training, or experience required for appointment, designation, or assignment as a commissioned officer in a professional field relative to a contemporary who began commissioned service immediately after obtaining a baccalaureate degree. CSC is determined in accordance with the following guidelines.

10.3.1. A period of time, or qualification, is counted only once when computing CSC.

10.3.2. Periods of time spent in an active status as a commissioned officer or on active duty may not be counted when CSC credit, except as noted in **Table 10.4., Table 10.5., and Table 10.6.**

10.3.2.1. An officer who completes an advanced education or receives an advanced degree that qualifies for CSC while in an active status may be credited with CSC if the officer completes the advanced education or receives the advanced degree in less time than normally required to do so.

10.3.2.2. The amount of CSC awarded is the difference between the number of years normally required to complete the education program and the number of years in which the program is completed by the officer.

10.3.2.3. The time normally required to complete an advanced education or receive an advanced degree is the number of years (to the nearest year) normally required by the majority of institutions that award degrees in that professional field to complete the advanced education or receive the advanced degree.

10.3.3. Proportionately award credit to the nearest day qualifying periods of less than 1 year except where otherwise noted in **Table 10.4., Table 10.5., and Table 10.6.**

10.3.4. Count CSC listed in **Table 10.4., Table 10.5., and Table 10.6.** for education or professional training. When education or training overlaps other creditable service, count the CSC first, then reduce the other creditable service for any overlapping period. Award full CSC through the date the officer completed professional requirements.

10.3.5. CSC credited an officer under **paragraph 10.4** through **10.8.** is used only for determining the officer's:

10.3.5.1. Initial grade as an officer;

10.3.5.2. Rank in grade; and

10.3.5.3. Service in grade for promotion eligibility.

10.4. Service Credit for LAF Officers. LAF officers are not authorized CSC. Prior commissioned service credit is awarded according to **Table 10.1**.

Table 10.1. Service Credit For LAF Officers.

| R U L E | A | B |
|---|--|--|
| | If individual has completed | then the amount of service credit awarded is (see note). |
| | 1 active duty commissioned service | 1 year for each year. |
| | 2 commissioned service in an active status other than on EAD | 1/2 year for each year for RegAF applicants. |
| 3 | | 1 year for each year for ARC applicants |
| Note: In computing service credit, count a period of time or qualification only once. Proportionately credit, to the nearest day, qualifying periods of less than 1 year. Limit total service credit awarded to that required for the person to receive an entry grade of major unless granted a waiver according to paragraph 11.2 . Do not award United States Military Academy (USMA), United States Naval Academy (USNA), or USAFA graduates credit for education, training, service, or experience they gained before graduating from the academy. | | |

10.5. Service Credit for Chaplains. Service credit is awarded for according to [Table 10.2](#).

Table 10.2. Service Credit For Chaplain Officers.

| RULE | A | B |
|---|--|---|
| | If the individual has successfully completed | then the amount of service credit awarded is (see note 1). |
| Prior Commissioned Service Credit | | |
| 1 | commissioned service as a chaplain on active duty | 1 year for each year. |
| 2 | commissioned service as a chaplain, in an active status, other than on active duty | 1 year for each year (maximum 1 year) for RegAF applicants. |
| 3 | | 1 year for each year (no limit) for ARC applicants |
| 3 | active duty commissioned service, other than as a chaplain | 1/2 year for each year. |
| 4 | commissioned service, other than as a chaplain, in an active status, other than on active duty | 1/2 year for each year (maximum 1 year (see note 2)) for RegAF Applicants. |
| 5 | | 1 year for each year (no limit) for ARC applicants (see note 2) |
| Constructive Service Credit | | |
| 6 | a Master of Divinity or equivalent degree as approved by AF/HC | 3 years (see note 3). |
| 7 | 7 or more years of extensive practical experience in a ministry following completion of qualifying graduate educational credit or ordination, whichever is later | 1 year. |
| 8 | special experience or unique qualifications (<i>EXAMPLE:</i> Dean of Seminary, or has national prominence) | 1/2 year for each year up to a maximum of 3 years as determined by AFPC/DP2NH, ANG/HC, or AFRC/HC (see note 3). |
| Note: 1. In computing service credit, count a period of time or qualification only once. Proportionately credit, to the nearest day, qualifying periods of less than 1 year. Limit total service credit awarded to that required for the person to receive an entry grade of major unless granted a waiver according to paragraph 11.2 . Do not award USMA, USNA, or USAFA graduates credit for education, training, service, or experience they gained before graduating from the academy. 2. For the purpose of determining service credit for reappointment as a chaplain, chaplain candidate service is not creditable. 3. The sum of credit under rules 5 and 7 may not exceed 3 years. | | |

10.6. Service Credit for Judge Advocates. Service credit is awarded for according to [Table 10.3](#).

Table 10.3. Service Credit For Judge Advocate and Air Force General Counsel's Honors Program Officers.

| R U L E | A | B |
|--|---|--|
| | If individual is has successfully completed | then the amount of service credit awarded is (see note 1). |
| Prior Commissioned Service Credit | | |
| 1 | commissioned service on active duty | 1 year for each year. |
| 2 | commissioned service as a JA in an active status, other than on active duty | 1/2 year for each year for RegAF applicants. |
| 3 | | 1 year for each year for ARC applicants. |
| 4 | commissioned service other than as a JA in an active status, other than on active duty | 1/4 year for each year for RegAF applicants. |
| 5 | | 1 year for each year for ARC applicants |
| Constructive Service Credit | | |
| 6 | Bachelor of Laws or J.D. degree | 3 years (see note 2). |
| 7 | Special experience or unique qualifications | 1/2 year for each year up to a maximum of 3 years as determined by the AF General Counsel or TJAG, as appropriate. |
| 8 | commissioned service in an active status while participating in an education program that would qualify for credit under rule 4 | 1 year for each year (or school year) (see note 2). |
| Note: | | |
| 1. In computing service credit, count a period of time or qualification only once. Proportionately credit, to the nearest day, qualifying periods of less than 1 year. Limit total service credit awarded to that required for the person to receive an entry grade of major unless granted a waiver according to paragraph 11.2 . Do not award USMA, USNA, or USAFA graduates credit for education, training, service, or experience they gained before graduating from the academy. | | |
| 2. The sum of credit under rules 6 and 8 may not exceed 3 years. | | |

10.7. Service Credit for Health Professionals (Medical or Dental). The number of years creditable as service credit may not exceed the following (see [Table 10.4](#)):

10.7.1. Not more than one year for internship or equivalent graduate medical, dental, or other formal professional training required by the AFOCD.

10.7.2. Not more than one year for each additional year of such graduate-level training successfully completed or experience creditable toward certification in a specialty required by the AFOCD.

10.7.3. Additional credit may be awarded for experience.

Table 10.4. Service Credit On Appointment As A Medical or Dental Officer.

| R U L E | A | B |
|--|--|---|
| | If the individual has successfully completed | then the amount of service credit awarded is |
| Prior Commissioned Service Credit | | |
| 1 | commissioned service on active duty or in an active status in any uniformed service, in the professional specialty in which being appointed | 1 year for each year (see note 1). |
| 2 | commissioned service on active duty or in an active status in any uniformed service, but not in the professional specialty in which being appointed | 1/2 year for each year of service (see note 1). |
| 3 | commissioned service on active duty or in an active status while participating in an educational program leading to appointment in the MC or DC | 1 year for each year (see note 1) |
| Constructive Service Credit | | |
| 4 | a MD, DO, DDS and DMD degree | 4 years. |
| 5 | an internship approved by the Accreditation Council for Graduate Medical Education (ACGME) or American Osteopathy Association (AOA) | day-for-day credit, not to exceed 1 year. |
| 6 | A graduate medical education in a specialty approved by the ACGME or AOA and creditable toward certification by an American Specialty Board (EXAMPLE: residency or fellowship) | 1 year for each year (or school year) (see note 1). |
| 7 | graduate or postgraduate education, after graduation from dental school, in dentistry or in the specialty to which assigned and creditable toward specialty board certification | 1 year for each year (or school year) (see note 1). |
| 8 | a master's degree or doctorate in a field listed in Table 10.6. | 1 year for each school year not to exceed 24 months for a master's degree and 48 months for a doctorate. Total credit may not exceed 48 months (see notes 1 and 2). |
| 9 | full time experience as a physician or dentist after graduation from medical, osteopathic, or dental school in an environment usually associated with high professional standards | 1/2 year for each year of experience, up to 6 years, for a maximum of 3 years credit. Table 10.4 , Rule 10 applies thereafter. (see notes 1, 3, 4, and 5). |

| | | |
|----------------------------|---|---|
| R U L E | A | B |
| | If the individual has successfully completed | then the amount of service credit awarded is |
| 10 | unusual special experience related to the specialty to which assigned | 1 year for each year (see notes 1 and 6). |

Note:

1. In computing service credit, count a period of time or qualification only once. Proportionately credit, to the nearest day, qualifying periods of less than 1 year. Limit total service credit awarded to that required for the person to receive an entry grade of major unless granted a waiver according to [paragraph 11.2](#). Do not award USMA, USNA, or USAFA graduates any credit for education, training, service, or experience they gained before graduating from the academy. Attainment of permanent certification by the ECFMG or completion of a Fifth Pathway program is not creditable as an internship.
2. AFPC/DP2N, NGB/A1PO, or ARPC/DPAR, as appropriate, approves, on an individual basis, any credit awarded under this rule. The advanced education has to contribute directly to the performance of duty in the specialty in which assigned. The advanced degree cannot have been earned concurrently with the primary credentials (MD, DO, DDS, DMD). Credit may not include time spent in attainment of baccalaureate or lower degrees. No additional credit may be given for more than one advanced degree in a single, or closely related field. The total credit for having both a master's and a doctorate degree may not exceed the maximum allowed for a doctorate.
3. Unless AFPC/DP2N, NGB/A1PO, or ARPC/DPAR (in consultation with AFRC/SG), as appropriate, waives, no credit may be given for practice outside the U.S., the District of Columbia (DC), Puerto Rico, or Canada.
4. Use the permanent and unrestricted licensure in a state, the DC, the Commonwealth of Puerto Rico, a territory of the U.S., or Canada, to establish the date from which to award credit for experience to foreign-trained physicians.
5. Compute from the day after the officer completed the internship or the education listed in rules 3, 4, or 5, as appropriate, until the day before appointment. Do not award credit for periods of unemployment of more than 30 days.
6. AFPC/DP2N, NGB/A1PO or ARPC/DPAR, as appropriate, may award credit under rule 10 only for a specialty designated critical or urgent. Do not award credit under rule 10 unless the maximum credit under rule 9 has been awarded.

10.8. Service Credit for Health Professionals (Other than Medical or Dental). The number of years creditable as CSC may not exceed the following (see [Table 10.5](#)):

10.8.1. Entry grade for appointment designation or assignment in those cases in which advanced education beyond the baccalaureate degree level is a prerequisite in a particular professional category cannot exceed one year for each year of the required advanced education.

10.8.2. Entry grade for special experience, or unique qualifications in those cases in which advanced education beyond the baccalaureate degree level is a prerequisite cannot exceed one-half year for each year, up to a maximum of three years of credit.

Table 10.5. Service Credit on Appointment or Designation as a BSC, MSC, or NC Officer.

| R U L E | A | B | C |
|------------------------------------|--|--|--|
| | If appointing or designating an individual as a | and they have completed | then the amount of service credit awarded is (see note 1) |
| Prior Commissioned Service | | | |
| 1 | Officer in all specialties | commissioned service on active duty or in an active status in any of the uniformed services, in the corps or professional specialty in which being appointed | 1 year for each year served. |
| 2 | | commissioned service in an active status while participating in an education or training program that would qualify for credit in the specialty under rules 5 through 43 | 1 year for each year (or school year). |
| 3 | | commissioned service on active duty or in an active status in any of the uniformed services, but not in the corps or professional specialty in which being appointed | 1/2 year for each year |
| 4 | | commissioned service on active duty or in an active status while participating in an educational program leading to appointment in the BSC/MS/NC | 1 year for each year (see note 1). |
| Constructive Service Credit | | | |
| 5 | nurse | a masters degree in nursing | 24 months. |
| 6 | | a doctorate (Doctor of Philosophy (Ph.D)) degree in nursing | 48 months (see note 2). |
| 7 | | a doctorate (Doctor of Nursing Practice (DNP)) degree in nursing | 24 months (see note 3). |
| 8 | | a masters degree program for nurse anesthesia | 24 months (see note 3). |
| 9 | | a masters degree program for nurse midwifery | 24 months. |
| 10 | | a masters degree program for women’s health care nurse practitioner, or obstetrics, gynecology (OB/GYN) nurse practitioner | 24 months (see note 3). |
| 11 | | a masters degree program for pediatric nurse practitioner | 24 months (see note 3). |
| 12 | | a masters degree program for family nurse practitioner | 24 months (see note 3). |
| 13 | bioenvironmental | a Master of Science degree in | 12 to 24 months (see note |

| R U L E | A If appointing or designating an individual as a | B and they have completed | C then the amount of service credit awarded is (see note 1) |
|----------------------------|--|--|--|
| | engineer | environmental engineering or industrial hygiene | 4). |
| 14 | | a Ph.D. degree in environmental engineering | 48 months (see note 2). |
| 15 | medical entomologist | a Master of Science degree in entomology | 24 months. |
| 16 | | a Ph.D. degree in entomology | 48 months (see note 2). |
| 17 | | a Master of Science degree in chemistry, bacteriology, hematology, virology, toxicology, histology, parasitology, microbiology, or pharmacology, or as otherwise acceptable to AF/SG. | 24 months. |
| 18 | biomedical laboratory officer | a Ph.D. degree in a field listed in chemistry, bacteriology, hematology, virology, toxicology, histology, parasitology, microbiology, or pharmacology, or as otherwise acceptable to AF/SG. | 48 months (see note 2). |
| 19 | | a clinical laboratory certification program | 12 months (see note 5). |
| 20 | aerospace physiologist | a Master of Science degree in physiology, zoology, or related degree acceptable to AF/SG | 24 months. |
| 21 | aerospace physiologist | a Ph.D. degree in physiology, zoology, or related degree acceptable to AF/SG | 48 months (see note 2). |
| 22 | health physicist | a Master of Science degree in health physics, radiobiology, radiological physics, or related degree acceptable to AF/SG | 24 months. |
| 23 | | a Ph.D. degree in health physics, radiobiology, radiological physics, or related degree acceptable to AF/SG | 48 months (see note 2). |
| 24 | clinical psychologist | a Ph.D. degree in psychology | 48 months (see note 6). |
| 25 | | a clinical psychology internship | 12 months (see notes 6 and 7). |
| 26 | clinical social worker | a Master of Social Work degree | 24 months. |
| 27 | | a Doctor of Social Work degree | 48 months (see note 2). |
| 28 | dietitian | a dietetic internship | 9 months. |
| 29 | occupational therapist | occupational therapy field work level II after receiving a baccalaureate | 6 months (see note 8). |

| R U L E | A If appointing or designating an individual as a | B and they have completed | C then the amount of service credit awarded is (see note 1) |
|----------------------------|--|--|---|
| | | degree and/or career mobility plan | |
| 30 | physical therapist | a Doctor of Physical Therapy degree | 48 months (see note 2). |
| 31 | pharmacist | a Bachelor of Science (B.S.) degree in pharmacy from an accredited 5- year program | 12 months. |
| 32 | | a Master of Pharmacy degree | 1 year for each school year, not to exceed 24 months. |
| 33 | | a Ph.D. degree in pharmacy or a Doctor of Pharmacy (PharmD) degree | 48 months (see note 2). |
| 34 | | a pharmacy residency accredited by the American Society of Hospital Pharmacists | 12 months (see note 9). |
| 35 | optometrist | a Doctor of Optometry degree | 48 months. |
| 36 | audiologist | a master's degree in audiology | 24 months. |
| 37 | | a Doctorate degree in audiology | 48 months (see note 2). |
| 38 | podiatrist | a Doctor of Podiatry degree | 48 months. |
| 39 | | a podiatry residency accredited by the American Podiatry Association and the Council on Podiatric Medicine Education | 12 months. |
| 40 | physician assistant (PA) | a master's or doctorate degree in Physician Assistant studies or Clinical Sciences or related degree acceptable to AF/SG | 12 to 24 months (see note 4). |
| 41 | environmental health officer | a Doctor of Veterinary Medicine (DVM) degree | 48 months. |
| 42 | | a master's degree in public health | 12 to 24 months (see note 4). |
| 43 | health services administrator | a master's or Ph.D. degree in health business or administration, computer science, engineering, planning, or related degree as determined by AFPC/DP2N or ARPC/DPAR upon consultation with AFRC/SG | 1 year for each school year, not to exceed 24 months for a master's degree or 48 months for a doctorate degree (see note 10). |
| 44 | officer in all specialties | a master's or doctorate degree in a field listed in Table 10.6. | 1 year for each school year not to exceed 24 months for a master's degree or 48 months for a doctorate degree. See note 10) |
| 45 | | full time professional experience in the specialty in which appointed when the experience is accrued after | 1/2 year for each year of experience, up to 6 years for a maximum of 3 credit |

| R U L E | A | B | C |
|------------------|---|---|--|
| | If appointing or designating an individual as a | and they have completed | then the amount of service credit awarded is (see note 1) |
| | | obtaining the qualifying degree or license | years. Table 10.5., Rule 46 applies thereafter (see notes 11 and 13). |
| 46 | | full time special professional experience in the specialty in which appointed when the experience is accrued after obtaining the qualifying degree or license | 1 year for each year (see notes 12 and 13). |

Note:

1. In computing service, count a period of time or qualification only once. Proportionately credit, to the nearest day, qualifying periods of less than 1 year. Limit total service credit awarded to that required for the person to receive an entry grade of major unless granted a waiver according to **paragraph 11.2**. Do not award graduates of the USMA, USNA, or USAFA any credit for education, training, service, or experience they gained before graduating from the academy.
2. No additional credit is authorized for a master's level degree in the same or related field.
3. Must also be nationally certified by the applicable specialty board.
4. Depending on the official length of the program, award an applicant 12 to 24 months credit for a master's degree. **Example:** 1 year for each school year not to exceed 24 months. AFPC/DP2N, NGB/A1PO, or ARPC/DPAR, as appropriate, determines the amount of credit awarded.
5. Do not grant credit under rule 19 if credit has been granted under rule 17 or 18, or if certification is necessary for award of the degree.
6. If the applicant's Ph.D program required the applicant to complete a 1-year clinical psychology internship for award of the doctorate, do not award credit for completing the internship. The maximum credit this applicant may receive is 48 months.
7. Award 48 months service credit to an individual accepted for the USAF Clinical Psychology Internship Program who has not received a Ph.D. in psychology.
8. Do not award any credit to individuals who complete clinical internship affiliation or residency training as part of their baccalaureate program.
9. Do not award any credit for completing the residency to an applicant whose master's of pharmacy or PharmD degree program required the 1-year residency for award of the degree. The maximum credit this applicant may receive is 24 months (Master's Degree) and 48 months (PharmD).
10. AFPC/DP2N, NGB/A1PO, or ARPC/DPAR, as appropriate, approves any credit awarded under this rule on an individual basis. Credit may not include time spent in attainment of baccalaureate or lower degrees. No additional credit may be given for more than one advanced degree in a single, or closely related field. The total credit for having both a master's and doctorate degree may not exceed the maximum allowed for a doctorate.
11. Credit under this rule applies to individuals appointed as BSC, MSC, or NC officers on or after 4 December 1987. Do not award credit for experience of 1/2 year or less or for periods of

unemployment of more than 30 days. For those individuals that require a license, award experience credit from time of licensure.

12. Credit under this rule applies to individuals appointed as BSC, MSC, or NC officers on or after 4 December 1987. Award credit under this rule only when AF/SG determines a specialty is critical or urgent. AF/SG, NGB/SG, or AF/REM, as appropriate, determines (on a fiscal year basis) which skills may get credit under this rule and sets the limits on the amount of credit awarded. AFPC/DP2N, NGB/A1PO, and ARPC/DPAR award credit for special experience accordingly. Do not award credit under this rule unless the maximum credit under rule 46 has been awarded. Do not award credit for periods of unemployment of more than 30 days. For those individuals who require a license, award experience credit from time of licensure.

13. An individual achieves full time professional experience by being employed 40 hours per week in one or more places of employment. **Exception:** Individuals employed for 32-39 hours per week and considered full time employees must submit a letter from their employer verifying they are full time employees. (T-1)

Table 10.6. Advanced Degrees Creditable For Awarding Additional Credit.

| R U L E | A | B | C |
|------------------|---|--|------------------------------|
| | If the officer has a master's or doctorate degree in | then it may be creditable to an officer in the | |
| | | MC and DC (see note). | BSC, MSC, and NC (see note). |
| 1 | Anatomy | | X |
| 2 | Audiology | | X |
| 3 | Bacteriology | | X |
| 4 | Biochemistry | | X |
| 5 | Clinical Laboratory | | X |
| 6 | Dietetic | | X |
| 7 | Engineering (health related) | | X |
| 8 | Environmental Health | | X |
| 9 | Immunology | | X |
| 10 | Medical Entomology | | X |
| 11 | Medical Laboratory Sciences | | X |
| 12 | Microbiology | | X |
| 13 | Nuclear Medical Science (Health Physics, Radiobiology, Radiological Physics, Nuclear Physics, Biophysics) | | X |
| 14 | Nursing Specialties | | X |
| 15 | Occupational Therapy | | X |
| 16 | Optometry | | X |

| R U L E | A | B | C |
|--|---|---|-------------------------------------|
| | If the officer has a master's or doctorate degree in | then it may be creditable to an officer in the | |
| | | MC and DC (see note). | BSC, MSC, and NC (see note). |
| 17 | Parasitology | | X |
| 18 | Pharmacy | | X |
| 19 | Physiology | | X |
| 20 | Physical Therapy | | X |
| 21 | Podiatry | | X |
| 22 | Psychology | | X |
| 23 | Public Health | X | X |
| 24 | Virology | | X |
| 25 | Zoology | | X |
| 26 | Other specialties when approved on a case-by-case basis by AFPC/DP2N, NGB/A1PO, or ARPC/DPAR in consultation with AFRC/SG, as appropriate | X | X |
| Note: The additional degree has to add adjunctive skills to the primary specialty and contribute directly to performance in the specialty in which being appointed. No additional credit may be granted for more than one advanced degree in a single field or closely related field. | | | |

Chapter 11

ENTRY GRADE

11.1. Determining Entry Grade. Use [Table 11.1.](#) to determine entry grade.

11.1.1. An individual granted service credit under this instruction and placed on the ADL or RASL may have an entry grade determined by comparing entry grade credit with the appropriate promotion phase points of the AF as defined by AFI 36-2501, *Officer Promotions and Selective Continuation*, AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*, and ANGI 36-2505, *Federal Recognition Examining Boards for Appointment or Promotion in the Air National Guard Below General Officer*. Except as limited by [paragraph 7.5.](#), credit granted that exceeds the amount used to establish the entry grade is used to adjust the DOR. ARC officers are ordered to Extended Active Duty (EAD) in their Reserve grades.

11.1.2. An individual who is a former commissioned officer may, if otherwise qualified, be appointed as a Reserve officer. The member:

11.1.2.1. Is placed on the RASL in the grade equivalent to the permanent grade, and in the same competitive category, in which the person previously served satisfactorily, and

11.1.2.2. May be credited for determining DOR with service in grade equal to that the member held when discharged or separated.

11.1.3. When an ARC commissioned officer is transferred from an inactive status to an active status and placed on the ADL or the RASL, the SecAF may, effective on the date the officer is placed on either list, change the officer's DOR to a later date to reflect such officer's qualifications and experience. **Note:** This authority does not apply in the case of an officer who has served continuously in the SelRes of the Ready Reserve since the officer's last promotion or is placed on the ADL while on a promotion list.

Table 11.1. Grade Determination.

| R U L E | A | B |
|--|---|---|
| | To be eligible for appointment in the grade of (See note 1) | applicant's service credit awarded (Chapter 10) must be |
| 1 | second lieutenant | none required |
| 2 | first lieutenant | at least 2 years |
| 3 | captain | at least 4 years (See note 2) |
| 4 | major | at least 11 years (See note 3) |
| 5 | lieutenant colonel (See note 4) | at least 18 years |
| 6 | colonel (See note 4) | at least 21 years |
| Notes: 1. See paragraph 2.6.4. for waiver authorities. | | |

2. ARC MC and DC officers may be originally appointed in the grade of captain with 4 years of credit (**Table 10.4.**, Rule 1) upon completing medical school.
3. For NC, BSC and MSC officers appointed for the sole purpose of entering RegAF as a major, service credit awarded must be at least 14 years. (**T-1**)
4. For appointment in this grade, see **paragraph 11.2.**

11.2. Maximum Entry Grade Credit. The total entry grade credit granted may not exceed that required for the person to receive an entry grade of major.

11.2.1. The SAF may waive the entry grade limit of major to permit appointment in the grades of lieutenant colonel or colonel to relieve manning shortfalls in a specialty, or prevent a serious inequity in the appointment action. In these cases, credit is limited to the minimum amount required for appointment in these grades.

11.2.1.1. AFPC/DP2N, NGB/AIPO, or AF/RE-D may waive the limit for appointment of medical and dental officers in the grade of lieutenant colonel in shortage specialties designated by AF/SG in coordination with NGB/SG and AFRC/SG. Depending on the officer's competitive category, use **Table 10.4.**, **Table 10.5.**, and **Table 10.6.** to determine service credit.

11.2.1.2. Forward recommendations for appointment as a colonel in a health profession only when AFPC/DP2N, NGB/AIPO, or AF/RE recommends approval. Route recommended approvals through the appropriate component SG.

11.2.1.3. Components nomination sources should complete and maintain grade data verification sheets to support nominees entering as a lieutenant colonel or colonel.

11.2.2. This limitation is not applicable to the appointment of a Reserve officer as a Regular officer. See **paragraph 10.1.3.**

11.3. Computing and Recording Service Dates and DOR.

11.3.1. Service Dates and Date of Rank are calculated IAW AFI 36-2604. In addition to guidance provided in AFI 36-2604, use **Table 11.2.** to assist in calculating Total Years Service Date (TYSD), DOR, and Total Federal Commissioned Service Date (TFCSD).

11.3.2. Do not compute TYSD and DOR for officers holding only USAF (temporary) appointments.

Table 11.2. Appointment Grade and Computation of TYSD, DOR, & TFCSD.

| R U L E | A | B |
|----------------------------|---|---|
| | If the individual | then |
| 1 | is being appointed for the first time | determine the grade according to Table 11.1 (see note 1). Compute the TYSD by backdating the date of appointment by the total amount of service credit awarded according to AFI 36-2604 and this instruction. Determine the DOR by back dating date of appointment by the amount of service credit in excess of the service credit Table 11.1 requires to determine the appointment grade. The TFCSD is the date of appointment. |
| 2 | is an ARC officer being reappointed (for example, MSC to MC) | recompute the TYSD and DOR to reflect any additional service credit authorized according to AFI 36-2604 and this instruction (see note 2). The TFCSD does not change. |
| 3 | is a former RegAF officer who is discharged and accepts appointment in the ARC in the same competitive category without a break in service | appoint in the grade held when discharged. Compute the TYSD by back dating the date of appointment by the total amount of service credit awarded according to AFI 36-2604 and this instruction. The DOR is the same as the officer's RegAF DOR (see note 3). The TFCSD is the same as that held on the date of discharge. |
| 4 | is a former RegAF officer who is discharged and accepts appointment in the ARC in the same competitive category after a break in service | determine the grade, TYSD, and DOR based on service credit provisions in effect for the Air Force at the time of appointment. When the determination results in a grade higher than the previously held grade, appoint in the grade determined based on service credit. When the grade determination results in a grade equal to or lower than the previously held grade, appoint the officer in the previously held grade. Compute the TYSD by backdating the date of the latest appointment by the total amount of service credit awarded according to AFI 36-2604 and this instruction. Add the break in service to the previously held TFCSD and DOR. Add periods of inactive status in the previously held grade to the previously held DOR. |
| 5 | is a former officer of another uniformed service who, after discharge, accepts appointment in the ARC after a break in service (when appointing as an MC officer, see note 4) | determine the grade according to Table 11.1 (see note 1). Compute the TYSD by back dating the date of appointment by the total amount of service credit awarded according to AFI 36-2604 and this instruction. Determine the DOR by back dating the date of appointment by the amount of service credit in excess of |

| R U L E | A | B |
|------------------|---|---|
| | If the individual | then |
| 6 | accepts ARC appointment in a different competitive category (see note 5) | the service credit Table 11.1 requires to determine the appointment grade. Compute the TFCSD by back dating the date of appointment by the total service creditable for TFCSD according to AFI 36-2604. |
| 7 | is an officer of the Public Health Service (PHS) and interservice transfers to the ARC | |
| 8 | is an officer of a Reserve component of another uniformed service (except PHS) and interservice transfers to the ARC in the same competitive category | appoint in the grade held in the parent service. Compute the TYSD by backdating the date of appointment by the total amount of service credit awarded according to AFI 36-2604 and this instruction. The DOR is the DOR held in the parent service adjusted for any periods of inactive status. The TFCSD is the same as that held in the parent service. The TYSD and DOR cannot place the officer beyond mandatory phase points for promotion to the next higher Reserve grade. |

Note:

1. Limit total service credit awarded to that required for the person to receive an entry grade of major unless granted a waiver according to **paragraph 11.2**. Also, the awarded DOR may not result in the officer being eligible for promotion consideration within the next 12 months.
Example: For officers appointed as first lieutenant, the maximum DOR credit is 3 years; as captain, 6 years; as major, 6 years.
2. On reappointment an officer may qualify for the same grade, a higher grade, or a lower grade. Compute the TYSD and DOR in these cases based on service credit provisions in effect at the time of reappointment. Refer to **paragraph 11.2** of this instruction for further guidance.
3. If the officer had prior Reserve commissioned service in the same grade not reflected in the DOR, the DOR is adjusted to include prior promotion service in the same grade, excluding inactive service.
4. If the former officer was a physician in another uniformed service, SAF/MR may approve a request for appointing the officer under rule 4 versus rule 5 as an ETP, if justified. Forward fully justified requests for ETP to AFPC/DP2N (for RegAF appointments), NGB/A1PO (for ANG appointments), or AF/REP (for AFR appointments), for disapproval or recommended approval. If AFPC/DP2N, NGB/A1PO, or AF/REP recommends approval, they forward the request to AF/A1PT for processing to SAF/MR for a final decision.
5. This rule applies whether or not there is a break in service.

Chapter 12

APPOINTMENT NOMINATION AND SCROLLING

12.1. Appointment as Regular Officer. All officers commissioned to the Regular component of the Air Force receive Regular appointments at the time they enter active duty on the ADL, regardless of method or source of commission under DoDI 1310.02. This paragraph also applies to students of the USUHS upon placement on the ADL.

12.1.1. ROTC graduates are scrolled and commissioned as Reserve officers. They are rescrolled and receive a Regular appointment if placed on the ADL.

12.2. Appointment as a Reserve Officer. All officers commissioned to a Reserve Component receive a Reserve appointment when placed on the RASL under DoDI 1310.02. A RegAF officer who transfers components into the Reserve resigns their regular appointment and accepts a reserve appointment.

12.3. Appointment as an ANG Officer. ANG officers are appointed as Reserve of the Air Force. The tenure and acceptance of an appointment as a Reserve of the Air Force is necessary for federal recognition in the ANG.

12.3.1. Prior to appointment in the state and federal recognition board action, an appointment request is submitted through command channels to NGB/A1 for approval. Temporary federal recognition is granted by NGB/A1.

12.3.2. An applicant must first be appointed in the appropriate State ANG. Once approved, an applicant is nominated for federal recognition in the same grade as appointed in the appropriate State ANG.

12.3.3. A RegAF officer who transfers components into the ANG resigns his/her regular appointment and accepts a reserve appointment in the ANG.

12.4. Commissioning Sources. Commissioning sources submit nominees for original appointment to the component nomination sources listed in [Table 12.1](#), and communicate the need to remove a nominee from consideration to the appropriate component nomination source. Commissioning sources determine qualified nominees and grade. See [Table A2.1](#), Commissioning Sources at [Attachment 2](#).

12.5. Component Nomination Sources. Component nomination sources are listed in [Table 12.1](#). The leadership of each component nomination source may delegate their coordination within their component at their discretion. **Exception:** Reserve appointment for ROTC graduates awaiting reappointment as RegAF officers are nominated by AFPC/CA and submitted by AFPC/DP1TAM.

Table 12.1. Component Nomination Source.

| Item | Component | Nomination Source | Appointment Type |
|---|-----------|-------------------|--------------------|
| 1 | RegAF | AFPC/CA | Regular |
| 2 | AFR | | Reserve (see note) |
| 3 | ANG | NGB/CF | Reserve |
| 4 | AFR | ARPC/CC | Reserve (see note) |
| Note: AFPC/CA nominates for Reserve appointment ROTC graduates awaiting reappointment as RegAF officers. | | | |

12.5.1. Appointment sources submit candidates for appointment to the appropriate component nomination source. Appointment sources use proposed rank of the candidate to determine the number of days before the target appointment date the candidate is submitted for review and approval (see [paragraph 12.6.1.](#)).

12.5.2. AFPC/DP1TAM. Ensures nominees are eligible for appointment to the RegAF, produces nomination packages, obtains AFPC/CA coordination, forwards packages to AF/A1PT, and disseminates nomination approvals to the appropriate appointment sources. **Note:** AFPC/DP1TAM obtains AFPC/CA coordination and submits nominations for Reserve appointment of ROTC graduates awaiting reappointment as RegAF officers.

12.5.3. NGB/A1. Ensures nominees are eligible for a Reserve appointment, produces nomination packages, obtains NGB/CF coordination, and forwards packages to AF/A1PT. NGB issues Permanent Federal Recognition to the approved nominees and communicates recognition to the appropriate ANG State Headquarters (HQ).

12.5.4. ARPC/DPAR. Ensures nominees are eligible for a Reserve appointment, produces nomination packages, obtains ARPC/CC coordination, forwards packages to AF/A1PT, and disseminates nomination approvals to the appropriate appointment sources. **Exception:** Reserve appointment for ROTC graduates awaiting reappointment as RegAF officers are nominated by AFPC/CA and submitted by AFPC/DP1TAM.

12.6. Nomination Package Requirements. To ensure nominees selected for appointment are approved in a timely manner, each component consolidates nominees into formatted nomination packages and coordinates them through an approval chain including HAF, Deputy Secretary of Defense (DepSecDef), SecDef, White House, and Senate (see [Table 12.2.](#)).

12.6.1. General Requirements.

12.6.1.1. A nomination is valid until the appointment is tendered if the nominee maintains intent to enter the Air Force using their initial Appointment Source.

12.6.1.2. A nomination package should not be submitted earlier than 9 months before the targeted appointment date. Component nomination sources use proposed rank of the candidate to determine the number of days before the target appointment date the candidate is submitted for review and approval.

12.6.1.2.1. Captain and below in the RegAF and lieutenant colonel and below for AFR are submitted to the component nomination source 90 to 240 days prior to the targeted appointment date. See [paragraph 12.6.1.2.3.](#) for expedited processing.

12.6.1.2.2. Major, lieutenant colonel, and colonel in the RegAF and colonel in the AFR are submitted to the component nomination source 120 to 240 days prior to the targeted appointment date. See [paragraph 12.6.1.2.3.](#) for expedited processing.

12.6.1.2.3. If the targeted appointment date is less than stated above, the component nomination source must justify the need for expedited processing and cause for the short notice in the AF Form 1768, *Staff Summary Sheet* (SSS). **(T-1)** The component nomination source notifies AF/A1PT when a package requires expedited processing.

12.6.1.2.4. For ANG: Permanent federal recognition must be requested by the appropriate State within 90 days of receiving the approved temporary appointment letter from NGB/A1PO. **Exception:** For TFOT graduates, on the date of graduation, candidates will meet a Federal Recognition Examination Board and federal recognition will be granted at that time.

12.6.2. Nomination packages contain the following items and are submitted in SharePoint®. **Note:** For authorized access contact AF/A1PT.

12.6.2.1. An AF Form 1768 documents, via electronic signature, the coordination of the nomination package at the component nomination source. The SSS should state all nominees are eligible for appointment and justify expedited processing if required (See [paragraph 12.6.1.2.3.](#)).

12.6.2.2. A completed scroll nomination list, using the template provided by AF/A1PT. The scroll nomination list includes an appointment/nomination statement and a list of alphabetized nominees with the SSN and organized by grade (i.e. all captains in alphabetical order, then all majors in alphabetical order, etc.).

12.6.2.3. All nominations for persons with adverse information (i.e. UIF) require supporting information. IAW DoDI 1320.04, at a minimum the nomination must contain **(T-0)**:

12.6.2.3.1. Nominees's last 3 OPRs.

12.6.2.3.2. The complete UIF.

12.6.2.3.3. AF Form 1288 (if applicable).

12.6.2.3.4. Gaining component's HQ approval/recommendation for the commission. Include the reason why the individual is recommended for commission (i.e., needs of the AF or needed for a unique or hard to fill position). See DoDI 1320.04 for specific language to be included in recommendation.

12.6.3. Memorandum Requirements. The memorandum transmits to the SecDef or DepSecDef the approval of SAF/MR of nominees for original appointment.

Table 12.2. Nomination Approval Level.

| Type Appointment | Rank | Memo From | Memo to | Approval |
|-------------------------|--|------------------|----------------|---------------------------------------|
| Regular | major, lieutenant colonel, and colonel | SAF/MR | DepSecDef | POTUS & Senate for advice and consent |
| Reserve | colonel | | DepSecDef | POTUS & Senate for advice and consent |
| Regular | captain and below | | SecDef | SecDef EO 13384 |
| Reserve | lieutenant colonel and below | | SecDef | SecDef EO 13358 |

Chapter 13

OATH OF OFFICE AND CERTIFICATE OF COMMISSIONING

13.1. Taking the Oath. On or after the date the scroll is approved and signed (see [Table 12.2.](#)), each individual must properly execute an AF Form 133, and NGB Form 337 for ANG appointments, before entering the duties of the office. **(T-1)** The properly executed oath of office establishes the official commissioning date in the military personnel data system, which initiates entitlement to pay and allowances. **(T-1)** The appointing authority cancels the appointment if the individual refuses to execute the oath of office without modifications or reservations. **Note:** The individual may omit the words “[s]o help me God,” if desired for personal reasons.

13.1.1. ROTC graduates who received Reserve appointments for the purpose of entering on the ADL, and are appointed to the RegAF upon placement on the ADL, will not complete a new AF Form 133 for the RegAF appointment. **(T-1)**

13.2. Administering the Oath.

13.2.1. Persons being appointed or commissioned in the Air Force may take the oath before :

13.2.1.1. The President, Vice President, SecDef or SecAF.

13.2.1.2. A commissioned officer of any component of any Armed Force of the U.S. (including retired). This includes commissioned warrant officers of the Army, Navy, Marine Corps, and Coast Guard.

13.2.1.2.1. Warrant officers serving on active duty as an adjutant, assistant adjutant, acting adjutant, or personnel adjutant of a command may administer the oath under 10 USC § 936, Article 136.

13.2.1.2.2. Army, Navy, Marine Corps and Coast Guard warrant officers, W-1, receive their appointment by warrant and are not eligible to administer the oath unless serving on active duty as adjutants as described in [paragraph 13.2.1.2.1.](#)

13.2.1.2.3. Navy, Marine Corps and Coast Guard chief warrant officers (CWO), W-2 through W-5, are appointed in those grades by commission and are authorized to administer oaths.

13.2.1.2.4. Army CWOs, W-2 through W-5, appointed on or after 8 May 1986 receive their appointment by commission and are authorized to administer oaths. Before 8 May 1986, they received their appointment by warrant and are not eligible to administer oaths unless they were later granted a CWO appointment by commission or are serving on active duty as an adjutant as listed above.

13.2.1.2.5. Retired Air Force warrant officers received their appointment by warrant and are not authorized to administer oaths.

13.2.1.3. An individual authorized by local law to administer oaths in the State, District, or territory or possession of the United States where the oath is administered.

13.2.2. ANG officers must abide by State laws in addition to 5 USC § 2903, 10 USC § 1031 and 32 USC § 312 for the NGB Form 337. **(T-0)** Although any superior officer may

administer the AF Form 133, some states may require an officer or senior commissioned ANG officer from the same state.

13.3. DD Form 1AF, *Certificate of Commission*.

13.3.1. Air Force commissioned officers receive their commissioning certificate at the time of their first appointment.

13.3.2. The commissioning source making the appointment or commission issues the DD Form 1AF.

13.3.3. The DD Form 1AF is issued only once at the time of the officer's initial acceptance of an appointment. There is no need or requirement to reissue the DD Form 1AF upon a change in type of appointment.

13.3.4. Request replacement or a corrected DD Form 1AF directly from the commissioning source or through the servicing MPS. **Note:** Change of name occurring after the date of commissioning is not a reason for replacement.

DANIEL R. SITTERLY, SES
Principal Deputy Assistant Secretary
(Manpower and Reserve Affairs)

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

EO 13384, *Assignment of Functions Relating to Original Appointments as Commissioned Officers and Chief Warrant Officer Appointments in the Armed Forces*, 27 July 2005

EO 13358, *Assignment of Functions Relating to Certain Appointments, Promotions, and Commissions in the Armed Forces*, 28 September 2004

5 USC § 552, *Public Information; Agency Rules, Opinions, Orders, Records, and Proceedings*

5 USC § 2903, *Oath; Authority to Administer*

5 USC § 3331, *Oath of Office*

10 USC § 101, *Definitions*

10 USC § 115, *Personnel Strengths: Requirements for Annual Authorizations*

10 USC § 531, *Original Appointments of Commissioned Officers*

10 USC § 533, *Service Credit Upon Original Appointment as a Commissioned Officer*

10 USC § 603, *Appointments in Time of War or National Emergency*

10 USC § 629, *Removal From a List of Officers Recommended for Promotion*

10 USC § 651, *Members: Required Service*

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10 USC § 716, *Commissioned Officers: Transfers Among the Armed Forces, the National Oceanic and Atmospheric Administration, and the Public Health Service*

10 USC § 936, Article 136, *Authority to Administer Oaths and to Act as Notary*

10 USC § 1031, *Administration of Oath*

10 USC § 1174, *Separation Pay Upon Involuntary Discharge or Release from Active Duty*

10 USC § 1174A, *Special Separation Benefits Programs*

10 USC § 1175, *Voluntary Separation Incentive*

10 USC § 1175A, *Voluntary Separation Pay and Benefits*

10 USC § 1211, *Members on Temporary Disability Retired List: Return to Active Duty; Promotion*

10 USC § 2104, *Advanced Training; Eligibility*

10 USC § 2106, *Advanced Training; Commission on Completion*

10 USC § 2107, *Financial Assistance Program for Specially Selected Members*

10 USC § 8013, *Secretary of the Air Force*

10 USC § 8067, *Designation: Officers to Perform Certain Professional Functions*

10 USC § 9411, *Establishment: Purpose*

10 USC § 10145, *Ready Reserve: Placement In*

10 USC § 12201, *Reserve Officers: Qualifications for Appointment*

10 USC § 12203, *Commissioned Officers: Appointment, How Made; Term*

10 USC § 12204, *Commissioned Officers: Original Appointment*

10 USC § 12207, *Commissioned Officers: Service Credit Upon Original Appointment*

10 USC § 12208, *Officers: Appointment Upon Transfer*

10 USC § 12301, *Reserve Components Generally*

10 USC § 12317, *Reserves: Theological Students; Limitations*

10 USC § 14310, *Removal of Officers From a List of Officers Recommended for Promotion*

10 USC **Chapter 103**, *Senior Reserve Officers' Training Corps*

32 USC § 305, *Federal Recognition of Commissioned Officers: Persons Eligible*

32 USC § 307, *Federal Recognition of Officers: Examination; Certificate of Eligibility*

32 USC § 308, *Federal Recognition of Officers: Temporary Recognition*

32 USC § 310, *Federal Recognition of National Guard Officers: Automatic Recognition*

32 USC § 312, *Appointment Oath*

32 USC § 314, *Adjutants General*

50 USC **Chapter 49**, *Military Selective Service*

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DoDI 1010.01, *Military Personnel Drug Abuse Testing Program (MPDATP)*, 13 September 2012

DoDI 1200.15, *Assignment to and Transfer Between Reserve Categories, Discharge from Reserve Status, Transfer to the Retired Reserve, and notification of Eligibility for Retired Pay*, 13 March 2014

DoDI 1205.05, *Transfer of Members Between Reserve and Regular Components of the Military Services*, 30 March 2012

DoDI 1215.17, *Education Requirements for appointment to a Grade Above First Lieutenant or Lieutenant (Junior Grade) in a Reserve Component*, 29 January 2014

DoDI 1300.04, *Interservice Transfer of Commissioned Officers*, 27 December 2006

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Air Force Officer Classification Directory (https://gum-crm.csd.disa.mil/app/answers/detail/a_id/7759)

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Prescribed Forms

AF Form 24, *Application for Appointment as Reserve of the Air Force or USAF Without Component*

AF Form 133, *Oath of Office (Military Personnel)*

Adopted Forms

AF Form 56, *Application and Evaluation for Training Leading to a Commission in the United States Air Force*

AF Form 100 – *Request and Authorization for Separation*

AF Form 131 – *Application for Transfer to the Retired Reserve*

AF Form 215 – *Aircrew Training Candidate Data Summary*

AF Form 357 – *Family Care Certification*

AF Form 422 – *Notification of Air Force Member's Qualification Status*

AF Form 780 – *Officer Separation Actions*

AF Form 847 – *Recommendation for Change of Publication*

AF Form 1288 – *Application for Ready Reserve Assignment*

AF Form 1540 – *Application for Clinical Privileges / Medical Staff Appointments*

AF Form 1541 – *Credentials Continuing Health Education Training Record*

AF Form 1562 – *Credentials Evaluation of Health Care Practitioners*

AF Form 1768 – *Staff Summary Sheet*

AF Form 2030 – *USAF Drug and Alcohol Abuse Certificate*

AF Form 3010 – *USAF Statement of Understanding for Dependent Care Responsibility*

AF Form 4428 – *Tattoo/Brand/Body Marking Screening/Verification*

NGB Form 22 – *Report of Separation and Record of Service*

NGB Form 337 – *Oath of Office*

DD Form 1AF – *Certificate of Commission*

DD Form 214 – *Certificate of Release or Discharge from Active Duty*

DD Form 215 – *Correction to DD Form 214, Certificate of Release or Discharge from Active Duty*

DD Form 368 – *Request for Conditional Release*

DD Form 369 – *Police Record Check*

DD Form 785 – *Record of Disenrollment from Officer Candidate-Type Training*

DD Form 2088 – *Statement of Ecclesiastical Endorsement*

DD Form 2807-1 – *Report of Medical History*

DD Form 2807-2 – *Accession Medical Prescreen Report*

DD Form 2808 – *Report of Medical Examination*

DJ Form FD-258 – *Fingerprint Card*

SF 86 – *Questionnaire for National Security Positions*

SF 88 – *Medical Record – Report of Medical Examination*

SF 93 – *Report of Medical History*

SF 180 – *Request Pertaining to Military Records*

Abbreviations and Acronyms

ABA—American Bar Association

ABM—Air Battle Manager

ACE—American Council on Education

ACGME—Accreditation Council for Graduate Medical Education

AD—Active Duty

ADHPLPR—Active Duty Health Profession Loan Repayment Program

ADL—Active Duty List

ADSC—Active Duty Service Commitment

ADT—Active Duty for Training

AECP—Airman Education and Commissioning Program

AETC—Air Education and Training Center

AF—Air Force

AF/A1—Deputy Chief of Staff for Manpower, Personnel, and Services

AF/A1MO—Organization Division, Directorate of Manpower, Organization and Resources

AF/A1P—Directorate of Military Force Management Policy

AF/A1PF—Force Management and Enterprise Readiness Analysis Division

AF/A1PT—Accessions and Training Division

AF/HC—Air Force Chief of Chaplains

AF/JA—The Judge Advocate General

AF/JAR—Air Reserve Components Advisor to The Judge Advocate General

AF/JAX—Professional Development Directorate, Office of The Judge Advocate General

AF/RE—Chief of Air Force Reserve

AF/RE-D—Deputy to the Chief of Air Force Reserve

AF/REM—Medical Directorate, Air Force Reserve

AF/SG—The Air Force Surgeon General

AFI—Air Force Instruction

AFIT—Air Force Institute of Technology

AFMAN—Air Force Manual

AFMS—Air Force Medical Services

AFOCD—Air Force Officer Classification Directory

AFOQT—Air Force Officer Qualifying Test

AFPC—Air Force Personnel Center

AFPC/CA—Executive Director

AFPC/DP0K—Knowledge Management Division

AFPC/DP2—Director of Personnel Operations

AFPC/DP2LT—Military Accessions Branch

AFPC/DP2N—Medical and Chaplain Career Management Division

AFPC/DP2NH—Chaplain Career Management Branch

AFPC/DP2NP—Physician Career Management Branch

AFPC/DP2NW—Biomedical Sciences Corps Education and Utilization Branch

AFPC/DP2OR—Rated Operations Airman career Management Branch

AFPC/DP2STM—Military Retirement and Separation Section

AFPD—Air Force Policy Directive

AFR—Air Force Reserve

AFRC—Air Force Reserve Command

AFRC/A1—Air Force Reserve Command, Director of Manpower, Personnel and Services

AFRC/A1K—Air Force Reserve Command, Office of Personnel Utilization, Retention and Customer Service

AFRC/CV—Vice Commander, Air Force Reserve Command

AFRC/HC—Air Force Reserve Command, Office of the Command Chaplain

AFRC/SG—Air Force Reserve Command, Command Surgeon

AFRCRS—Air Force Reserve Command Recruiting Service

AFRIMS—Air Force Records Information Management System

AFROTC—Air Force Reserve Officer Training Corps

AFROTC/CC—Commander, Air Force Reserve Officer Training Corps

AFRRSP—Air Force Ready Reserve Stipend Program

AFRS—Air Force Recruiting Service

AFRS/CC—Air Force Recruiting Service Commander

AFRS/RSO—Chief, Operations Division

AFRS/RSOH—Recruiting Service Operations Division, Chaplain Branch

AFS—Air Force Specialty

AFSC—Air Force Specialty Code

AGR—Active Guard and Reserve

AMS—Academy of Military Science

ANG—Air National Guard

AOA—American Osteopathy Association

APGL—Accessions Program Guidance Letter

ARB—Aeronautical Rating Board

ARC—Air Reserve Components

ARPC—Air Reserve Personnel Center

ARPC/CC—Commander, Air Reserve Personnel Center

ARPC/DPA—Air Reserve Personnel Center, Directorate of Assignments

ARPC/DPAR—Air Reserve Personnel Center, Accessions Division

ART—Air Reserve Technician

BETO—Base Education and Training Office

BRIT—Board of Review for Interservice Transfer

B.S—Bachelor of Science

BSC—Biomedical Sciences Corps

CAC—Common Access Card

CCMAPPEDDS—Conscientious Objector, Citizenship, Moral conduct, Age, Prior Service, Physical Condition, Education, Dependent status, Drugs, Social Security Number

CFM—Career Field Manager

CGDOR—Current Grade Date of Rank

CGO—Company Grade Officer

CIP—Career Intermission Program

CSC—Constructive Service Credit

CSO—Combat Systems Officer

CWO—Chief Warrant Officer

DAP—Direct Appointment Program

DAT—Drug and Alcohol Test

DC—Dental Corps
DDS—Doctor of Dental Surgery
DepSecDef—Deputy Secretary of Defense
DMD—Doctor of Dental Medicine
DNP—Doctor of Nursing Practice
DO—Doctor of Osteopathy
DoD—Department of Defense
DoDD—Department of Defense Directive
DoDI—Department of Defense Instruction
DOR—Date of Rank
DRU—Direct Reporting Unit
DVM—Doctor of Veterinary Medicine
EAD—Extended Active Duty
ECFMG—Educational Council for Foreign Medical Graduates
ECP—Early Commissioning Program
ELP—Excess Leave Program
EMDP2—Enlisted to Medical Degree Preparatory Program
EO—Executive Order
ENTNAC—Entrance National Agency Check
ETP—Exception to Policy
FAP—Financial Assistance Program
FEB—Flying Evaluation Board
FLEP—Funded Legal Education Program
FOA—Field Operating Activity
FY—Fiscal Year
FYDP—Fiscal Year Defense Plan
GLP—Graduate Law Program
GRE—Graduate Record Examination
GMAT—Graduate Management Admission Test
GSN—Graduate School of Nursing
HAF—Headquarters Air Force
HAFMD—Headquarters Air Force Mission Directive

HPSP—Health Professions Scholarship Program

HPLRP—Health Professions Loan Repayment Program

HQ—Headquarters

HRM—Human Resource Management

HSB—HRM Strategic Board

IAW—In Accordance With

IDT—Inactive Duty Training

IPAP—Interservice Physician Assistant Program

IRR—Individual Ready Reserve

IRS—Internal Revenue Service

ISLRS—Inactive Status List Reserve Section

JAG—Judge Advocate General

J.D—Juris Doctor

KX—Knowledge Exchange

LAF—Line of the Air Force

MA—Mobilization Assistant

MA—Master of Arts

MAJCOM—Major Command

MC—Medical Corps

MD—Doctor of Medicine

MEPS—Military Entrance Processing Station

MPerRGp—Master Personnel Record Group

MPMO—Military Personnel Management Office

MPS—Military Personnel Section

MS—Master of Science

MSC—Medical Service Corps

MSO—Military Service Obligation

NAC—National Agency Check

NACLC—National Agency Check with Law and Credit

NAF—Numbered Air Force

NC—Nurse Corps

NCLEX—RN—National Council Licensure Examination for Registered Nurses

NECP—Nurse Education Commissioning Program
NGB—National Guard Bureau
NGB/A1—The Director of Personnel, Air National Guard
NGB/A1PO—Officer Programs Branch, Air National Guard
NGB/A1Y—Air National Guard Recruiting Service
NGB/CF—Director of the Air National Guard
NGB/HC—Director, National Guard Bureau Chaplain Corps
NGB/SG—Air National Guard Surgeon General
NNRPS—Nonobligated Nonparticipating Ready Personnel Section
NPRC—National Personnel Records Center
NPS—Non-prior Service
OAR—Officer Accession Representative
OCS—Officer Candidate School
OD—Doctor of Optometry
OIS—Officer Initial Skills
ORS—Obligated Reserve Section
OPR—Office of Primary Responsibility
OPR—Officer Performance Report
OTS—Officer Training School
OTS/CC—Commandant, Officer Training School
OYCP—One-Year College Program
PA—Physician Assistant
PA—Privacy Act
PANCE—Physicians Assistant National Certifying Examination
PCS—Permanent Change of Station
PCMS—Pilot Candidate Selection Method
PDS—Personnel Data Systems
PharmD—Doctor of Pharmacy
Ph.D—Doctor of Philosophy
PHS—Public Health Service
PIRR—Participating Individual Ready Reserve
PRD—Program Requirement Document

PS—Prior Service
PSDG—Personnel Service Delivery Guide
PSI—Personnel Security Investigation
RASL—Reserve Active Status List
RDS—Records Disposition Schedule
RE—Reenlistment Eligibility
RegAF—Regular Air Force
RI—Reporting Identifier
ROTC—Reserve Officer Training Corps
RPA—Remotely Piloted Aircraft
RPDP—Religious Professional Deferment Program
SAF/MR—Assistant Secretary of the Air Force Manpower & Reserve Affairs
SDN—Separation Designator Number
SecAF—Secretary of the Air Force
SecDef—Secretary of Defense
SelRes—Select Reserve
SG—Surgeon General
SORN—System of Records Notices
SPD—Separation Program Designator
SSN—Social Security Number
SSS—Staff Summary Sheet
TBAS—Test of Basic Aviation Skills
TAG—The Adjutant General
TF—Total Force
TFCS—Total Federal Commissioned Service Date
TFOT—Total Force Officer Training
TJAG—The Judge Advocate General
TJAGC—The Judge Advocate General’s Corps
TJAGCR—The Judge Advocate General’s Corps Reserve
TYSD—Total Years Service Date
UCMJ—Uniform Code of Military Justice
U-ELP—United States Air Force Academy Excess Leave Program

UFT—Undergraduate Flying Training

UIF—Unfavorable Information File

U.S—United States

USAF—United States Air Force

USC—United States Code

USAF—United States Air Force

USAFA—United States Air Force Academy

USAFA/CC—Superintendent, United States Air Force Academy

USCGA—United States Coast Guard Academy

USMA—United States Military Academy

USMMA—United States Merchant Marine Academy

USNA—United States Naval Academy

USUHS—Uniformed Services University of the Health Sciences

WHS—Washington Headquarters Services

Terms

Active Duty—Full-time duty in the active military service of the United States. This includes members of the Reserve components serving on active duty or full-time training duty but does not include full-time National Guard duty.

Active Duty Service Commitment (ADSC)—A period of active duty a member will serve before becoming eligible for voluntary separation or retirement.

Active Status—The status of all Reserves except those on an inactive status list or in the Retired Reserve. Reservists in an active status may train for points or pay and may be considered for promotion.

Adverse Information—A substantiated adverse finding or conclusion from an officially documented investigation or inquiry or any other credible information of an adverse nature. To be credible, the information must be resolved and supported by a preponderance of the evidence. To be adverse, the information must be derogatory, unfavorable, or of a nature that reflects clearly unacceptable conduct, integrity or judgment on the part of the individual.

Air Force Specialty (AFS)—A group of positions requiring common qualifications; each AFS has a title and code.

Air Force Specialty Code (AFSC)—A combination of letters and numbers used to identify an AFS. When detailed identification of position requirement(s) and individual qualification(s) are necessary, alpha prefixes or suffixes are authorized for use with the numerical codes.

Air Reserve Components (ARC)—All units, organizations, and members of the ANG and the AFR.

Air Reserve Technician (ART)—Full-time civilian employees who are also members of the Air Force Reserve unit in which they are employed. In addition to their civilian assignments, they are assigned to equivalent positions in the Reserve organization with a Reserve military rank or grade. ARTs must maintain active membership in their Reserve unit of assignment and satisfactory participation in order to keep their ART position.

Armed Forces—For the purpose of this instruction, a term used to denote all components of the Army, Navy, Air Force, Marine Corps and Coast Guard.

Applicant—An individual who applies for or requests a commission in the RegAF, AFR, or ANG and requires the submittal of additional information before meeting the requirements to become a Candidate.

Appointment—The creation of a commissioned status. In this context, an appointment is neither a promotion nor a demotion. Appointments generally require nomination by the President, confirmation by the Senate (depending upon the grade and component), tender of the appointment to the person, and acceptance of the tender. The term appointment as used in this instruction refers to an "original" appointment as defined in 10 USC 101(b)(10).

Appointment as a Reserve of the Air Force—Appointment to the permanent grade in which federally recognized as a member of the ANG. On the date a member executes an AF 133, member has accepted a Reserve of the Air Force appointment.

Assignment—An administrative act performed by competent authority to direct an individual to perform duties in a particular AFSC.

Company Grade Officers (CGOs)—Officers in the rank of first lieutenant, second lieutenant, and captain.

Competitive Category—A group of officers who compete among themselves for promotion. The established categories are: Line of the Air Force (LAF), Judge Advocates (JA), Medical Corps (MC), Dental Corps (DC), Chaplain (HC), Medical Service Corps (MSC), Biomedical Sciences Corps (BSC), and Nurse Corps (NC).

Candidate—An applicant that has completed the initial application process, meets the initial selection criteria for commissioning, and requires additional processing before meeting the criteria established to become a viable candidate.

Constructive Service Credit—Education, training, or experience credit awarded at the time of original appointment, designation, or assignment to an officer category that requires advanced education, training, or special experience. Credit is not awarded for education, training, or experience obtained while serving as a Regular or Reserve commissioned officer, an officer on active duty or as a Reserve officer in an active status in any armed force, the National Oceanic and Atmospheric Administration, or the Public Health Service before such appointment, designation, or assignment.

Conviction or Adverse Adjudication—A conviction is the act of finding an individual guilty of a crime, offense, or other violation of the law by a court, judge, or other authorized adjudication authority and includes fines and forfeiture of bond in lieu of trial. An adverse adjudication (adult or juvenile) is a finding, decision, sentence, or judgment, other than unconditionally dropped, dismissed, or acquitted. If the adjudicating authority places a condition or restraint that leads to dismissal, dropped charges, or acquittal, the adjudication is adverse. Pretrial diversion, deferred

adjudication, suspension of sentence, pardon, not processed, or dismissal after compliance with imposed conditions is adverse adjudication. If an individual is charged and convicted with violating any federal (including Uniform Code of Military Justice (UCMJ) offenses), state, or municipal law or ordinance, that conviction is an adverse adjudication.

Conscientious Objection—A firm, fixed, and sincere objection to participation in war in any form or the bearing of arms, by reason of religious training and/or belief. Unless otherwise specified, the term "Conscientious Objector" includes both Class 1-O and Class 1-A-O Conscientious Objectors.

Class 1-O Conscientious Objector. A member who, by reason of conscientious objection, sincerely objects to participation in military service of any kind in war in any form.

Class 1-A-O Conscientious Objector. A member who, by reason of conscientious objection, sincerely objects to participation as a combatant in war in any form, but whose convictions are such as to permit military service in a non-combatant status.

Date of Separation (DOS)—A date established according to law or policy for termination of active service.

Degree Criteria—The degree must be accredited by one of the six regional accrediting associations listed in the current edition of the American Council on Education (ACE), Accredited Institutions of Post-secondary Education Directory, or the latest edition of the Directory of Postsecondary Institutions (published by the U.S. Department of Education, National Center for Education Statistics) or any other education publication which clearly indicates regional accreditation. The degree must be in the academic discipline specified in the Air Force Officer Classification Directory (AFOCD), if appointment will be in a specialty for which specific degrees are a mandatory entry prerequisite.

Dependent—For the purpose of this instruction and without regard to the definition for pay and allowances, medical care, base exchange privileges, etc., a dependent is:

- (1) A spouse of an applicant;
- (2) An unmarried adopted child or an unmarried step-child under the age of 18 living with the applicant;
- (3) An unmarried biological child of the applicant under the age of 18;
- (4) Any person under the age of 18 whom the applicant or spouse has legal or physical custody;
- (5) Any person, regardless of age, living with the applicant who is, by law or in fact, dependent upon the applicant for over one-half of his or her support, or who is not living with the applicant and is dependent upon the applicant for over one-half of his or her support;
- (6) For male applicants, the term biological child includes any unborn child and any child born out of wedlock that the applicant claims or a court order determines is his.

Designation—A professional status to which competent authority (the designating authority) selects an individual to perform certain professional functions. Title 10 USC 8067, specifies those functions, which include medical, judge advocate and chaplain functions. Designating authorities (The Surgeon General, The Judge Advocate General, The Chief of Chaplains) are established by appropriate Air Force instruction.

Due Course Officer—An officer who was selected for promotion, considered each time in the primary zone, and was never selected for promotion from below the zone.

EO 13384—*Assignment of Functions Relating to Original Appointments as Commissioned Officers and Chief Warrant Officer Appointments in the Armed Forces*: The POTUS delegates the authority to appoint Company Grade Officers (CGOs) for Regular Appointment to the SecDef.

EO 13358—*Assignment of Functions Relating to Certain Appointments, Promotions, and Commissions in the Armed Forces*: The POTUS delegates the authority to appoint Field Grade Officers (FGOs) at the grade of lieutenant colonel or below for Reserve Appointment to the SecDef.

Entry Grade Credit—For other than LAF officers, entry grade credit determines the entry grade for EAD and the CGDOR to which the officer is entitled at time of entry. Entry grade credit equals the total service credit awarded according to [Chapter 10](#) plus any additional credit authorized in [Chapter 11](#) of this instruction.

Extended Active Duty (EAD)—A tour of active duty (normally more than 90 days) performed by a member of the Air Reserve components. Strength accountability for persons on EAD remains with the Air Reserve components unless tour of active duty meets the conditions of 10 USC § 115(b)(2), then the strength accountability transfers to the Regular Air Force.

Failure of selection for promotion—An officer in a grade below the grade of colonel who is in or above the promotion zone established for that officer's grade and competitive category and who (1) is considered but not recommended for promotion, or (2) declines to accept a promotion for which selected, shall be considered to have failed of selection for promotion.

Federal Recognition—Acknowledgment by the federal government that an individual assigned within the ANG meets the federal standards for the grade and position assigned. This authority has been delegated to the Chief, National Guard Bureau.

Field Grade Officers (FGOs)—Officers in the rank of major, lieutenant colonel, and colonel.

Fifth Pathway—A certification program that takes the place of the ECFMG for individuals who studied medicine in a school outside the U.S., Puerto Rico, or Canada, listed in the World Directory of Medical Schools. The program allows physicians to enter postgraduate training in the U.S..

Gaining Category—The competitive category an officer transfers into.

Grade—All appointments in the permanent grade of second lieutenant through colonel.

Health Care Practitioner—A trained professional who independently provides direct health care service to a patient. Includes physicians, dentists, podiatrists, nurse anesthetists, nurse practitioners, nurse midwives, physician assistants, optometrists, clinical psychologists, clinical social workers, physical therapists, occupational therapists, and audiologists.

Health Professions—A collective term referring to officers in MC, DC, BSC, MSC, and NC as defined under the term competitive categories listed above.

Inactive Status—The status of Reserve members on an inactive status list of a Reserve component or assigned to the Inactive National Guard. Those in an inactive status may not train for points or pay, and may not be considered for promotion.

Individual Commission—An officer who is entering the Air Force having not just attended the USAFA, a college ROTC program, or officer candidate training.

Initial Appointment—Appointment received from the source of commissioning

Intraservice Transfer—Transfer between the Air Force components of Regular Air Force, Air Force Reserve, and Air National Guard.

Key Employees—Any Federal employee occupying a position not to be vacated during a national emergency or mobilization without SERIOUSLY impairing the capability of the parent Federal Agency or office to function effectively. Non-Federal employers are encouraged to use the Federal key position guidelines in Department of Defense Directive (DoDD)1200.07, *Screening the Ready Reserve*, for making their own key position designations and when applicable for recommending key employees for removed from the Ready Reserve.

Line of the Air Force Officers—Officers appointed to all AFSCs except Professional Specialties.

Losing Category—The competitive category an officer transfers from.

Medical Service Officer—An officer of the MC, DC, NC, MSC, or BSC. See also Health Professions

Military Service Obligation (MSO)—The time a member must serve in a Regular or Reserve component of the Armed Forces as required by 50 USC § 3803(d).

Nominee—A viable candidate submitted for appointment as a commissioned officer in the Air Force, Air Force Reserve, or the Air National Guard and has not been commissioned.

Original Appointment—An individual's most recent appointment to an officer grade in a component, which is neither a promotion nor demotion.

Professional Officer Specialties—Judge advocate, chaplain, and health professionals (to include medical, nurse, dentist, biomedical science and medical service corps).

Rated Officer—Flight Surgeons and all LAF officers appointed to AFSCs requiring a USAF aeronautical rating.

Recall—The voluntary entry on EAD of officers who have previously served on EAD as commissioned officers.

Reserve Active Status List (RASL)—A list of all Reserve of the Air Force Officers in an active status, not on the Active Duty List (ADL), and in the order of seniority of the grade in which they are serving. Officers serving in the same grade are carried in the order of their rank in that grade.

Reserve of the Air Force—The federal status granted to members of the ANG and the AFR.

Restraint—Court-imposed restrictions such as confinement, suspended sentence of confinement, parole, probation, or work detail. Also any type of pretrial diversion program imposed by the court or by agreement with authorities. The following are not considered forms of restraint: a fine, whether or not suspended or an unconditional suspended sentence or unsupervised unconditional probation imposed by a criminal or juvenile court. The imposed unconditional suspended sentence or unsupervised unconditional probation place no conditions on the individual's freedom of movement, requirement of the payment of damages, requirement for periodic reporting by the applicant to an officer of the court (to include probation officer), and supervision by an officer of the court (to include probation officer).

Retired Reserve—The Retired Reserve is made up of retired members of the AFR or ANG. The Retired Reserve consists of two categories: (1) those receiving retired pay, and (2) those who have met all requirements for retired pay except for attainment of retired pay age.

Scroll Nomination Package—A scroll nomination package represents a collection of required documents submitted for coordination to AF/AIPT, AF/JA, and SAF/MR for SecDef or POTUS and Senate approval. The package includes a SSS, Action Memorandum, Scroll Nomination List, and Senate Text File.

Scroll Nomination List—A formatted document, which includes a statement of appointment/nomination, the names, and last four digits of the social security numbers (SSNs) of nominees for Regular or Reserve appointment.

Selected Reserve—Those units and individuals within the Ready Reserve designated by their respective Services and approved by the Joint Chiefs of Staff as so essential to initial wartime missions that they have priority over all other Reserves. All Selected Reservists are in an active status. The Selected Reserve also includes persons performing initial active duty for training.

Service Commitment—Period of time a member is obligated to serve in the ANG as an initial accession, in exchange for in-residence training, or entitlements IAW ANGI 36-2101.

Tier numbers—The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

Tier 0 (T-0)—Determined by respective non-AF authority (e.g. Congress, White House, Office of Secretary of Defense, Joint Staff). The waiver authority is non-applicable, or external to AF.

Tier 1 (T-1)—Non-compliance puts Airmen, Commanders or the USAF strongly at risk of mission or program failure, death, injury, legal jeopardy or unacceptable fraud, waste or abuse. The waiver authority is the MAJCOM/CC, delegable no lower than MAJCOM Director, with the concurrence of the AFI Certifying Official.

Tier 2 (T-2)—Non-compliance may degrade mission or program effectiveness or efficiency and has potential to create moderate risk of mission or program failure, injury, legal jeopardy or unacceptable fraud, waste or abuse. The waiver authority is the MAJCOM/CC (delegable no lower than MAJCOM Director).

Tier 3 (T-3)—Non-compliance may limit mission or program effectiveness or efficiency and has a relatively remote potential to create risk of mission or program failure, injury, legal jeopardy or unacceptable fraud, waste, or abuse. The waiver authority is the Wing/Direct Reporting Unit (DRU)/Field Operating Agency (FOA)/CC (delegable no lower than Group/CC or equiv).

Total Force—The RegAF, ANG, and AFR.

Transfer—When moving from one uniformed service to another, transfer is a discharge from the parent service on one day and appointment in the gaining service on the next.

Uniformed Services—The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, and Public Health Service.

Unit—A separate and distinct organization meeting the definition provided in AFI 38-101, *Air Force Organization*.

Viable Candidate—A candidate having a reasonable expectation of meeting the accession requirements of this instruction and is committed to entering the Air Force. **Note:** Candidate should have completed the application process to a level that sufficiently enables the appointment source to ensure they have met the statutory requirements for appointment to the grade being requested.

Addresses

AF/A1PT
1040 Air Force Pentagon
Washington DC 20330-1040

AF/HCS
172 Luke Ave
Joint Base Anacostia-Bolling DC 20332-5113
AF/SG
1780 Air Force Pentagon
Washington DC 20330-1780

AF/JAX
1420 Air Force Pentagon
Washington DC 20330-1420
AF/REP
1150 Air Force Pentagon
Washington DC 20330-1150

AF/A3O-AT
1480 Air Force Pentagon
Washington DC 20330—1480
AFIT/RR
2950 P Street
Wright-Patterson AFB, OH 45433-7765

AFPC/DP2LT
550 C Street West Suite 10
Joint Base San Antonio-Randolph TX 78150-4712

AFPC/DP2N
550 C Street West Suite 10
Joint Base San Antonio-Randolph TX 78150-4712

AFPC/DP2STM
550 C Street West Suite 10
Joint Base San Antonio-Randolph TX 78150-4712

AFRC/A1K
155 Richard Ray Blvd
Robins AFB GA 31098-1635

AFRC/SG
255 Richard Ray Blvd
Robins AFB GA 31098-1601

AFRC/HCX
255 Richard Ray Blvd Suite 11
Robins AF GA 31098-1637

AFRC/JA
255 Richard Ray Blvd
Robins AFB GA 31098

ARPC/DPAR
18420 E. Silver Creek Ave
Bldg 390
Buckley AFB CO 80011

AFRS/RSOCA or RSOH
550 D Street West Suite 1
Joint Base San Antonio-Randolph TX 78150-4527

NGB/A1PO
3500 Fetchet Ave
Joint Base Andrews MD 20762-5157

Office of the Secretary of the Air Force
1670 Air Force Pentagon
Washington DC 20330-1670

Attachment 2

APPOINTMENT SOURCES

A2.1. Current Individual Commission Programs. The Air Force directly appoints individuals in certain professions.

A2.1.1. Individual RegAF commission is authorized for applicants who can qualify as:

A2.1.1.1. Health professional officers (to include HPSP/FAP students).

A2.1.1.2. Chaplains and Chaplain Candidates.

A2.1.1.3. Judge Advocates.

A2.1.1.4. LAF officers (*Note*: only a former officer of a uniformed service).

A2.1.2. Individual Reserve commission is authorized for applicants who can qualify as:

A2.1.2.1. Health professional officers (to include HPSP/FAP students).

A2.1.2.1.1. Individual commission as AFR officers and concurrent Ready Reserve program assignment (Category E Medical IRR Program) are authorized for applicants who can qualify as health professionals in selected critical specialties as identified annually by the appropriate component Surgeon General.

A2.1.2.2. Chaplains and Chaplain Candidates.

A2.1.2.3. Judge Advocates.

A2.1.2.4. Former Reserve or Regular officers of any uniformed service (including those who qualify for undergraduate pilot or navigator training under AFI 36-2205).

A2.2. Air Force Commissioning Sources. Air Force Commissioning source and the source's OPR for identifying and communicating lists of nominees to the component nomination source are contained in [Table A2.1](#). The table provides the specific appointment type/driver aligned to each nomination source, the commissioning status, and the component the nominee would enter based on their commission status. It references the relevant policies governing the eligibility requirements for a nominee to receive appointment. Additional information on each commissioning source may be found in the Original Appointment Process Guide maintained by each component source.

Table A2.1. Air Force Commissioning Sources.

| RULE | Commissioning Source | Appointment Driver by Program | Type of Commission | Component Entering | Policy |
|------|---|---|--|---------------------|---|
| 1 | Air Force Reserve Officer Training Corps (AFROTC); OPR - AFROTC | Graduation, Airman Education & Commissioning Program (AECF), Nurse Education Commissioning Program (NECP) | Reserve, Regular | RegAF, AFR, and ANG | AFI 36-2005 AFI 36-2011 AFI 36-2013 |
| 2 | United States Air Force Academy (USAFA); OPR - USAFA | Graduation | Regular | RegAF | AFI 36-2005 |
| 3 | Officer Training School (OTS); OPR - AFRS/RSO; ARPC/DPA NGB/A1 | Graduation from TFOT | Reserve, Regular | RegAF, AFR, ANG | AFI 36-2013 AFI 36-2005 |
| 4 | Individual Commission, Medical; OPR - AFPC/DP2N | Entry into USUHS | Regular | RegAF | AFI 41-110 AFI 36-2005 |
| | | Graduation from USUHS | | | |
| | Individual Commission, Medical; OPR - AFPC/DP2N; AFRS Health Professions; AFRC Health Professions Recruiters | Entry into HPSP | Regular (graduation); Reserve (entry and graduation) | RegAF AFR | |
| | | Graduation from HPSP | | | |
| 5 | Individual Enlisted Commission, Medical; OPR -AFPC/DP2N; ARPC/DPA and AFRC/SG | Selection and approval | Reserve, Regular | RegAF, AFR | AFI 36-2005 |
| 6 | Individual Commission, Law; OPR - AF/JAX | Graduation from GLP - - (Graduate ROTC) | Reserve, Regular | RegAF, AFR | AFI 51-101 AFI 51-802 |
| | | Graduation from OYCP - (Graduate ROTC) | Reserve, Regular | RegAF, AFR | |

| R U L E | Commissioning Source | Appointment Driver by Program | Type of Commission | Component Entering | Policy |
|----------------------------|--|--|-------------------------------|-------------------------------|-----------------------------|
| | | Graduation from ROTC Educational Delay (Graduate ROTC) | | | |
| 7 | Individual Commission, Theology; OPR - AFRS/RSO | Entry into Chaplain program – Reserve Ecclesiastical endorsement Chaplains - TF - Experienced chaplain - TF | Reserve, Regular | RegAF, AFR | AFI 36-2005 |
| 8 | Individual Commission Recall Programs; OPR - AFPC/DP2LT | Selection for RegAF appointment | Regular | RegAF | AFI 36-2005 |
| 9 | Individual Commission, Inter-Service Transfers; OPR - AFPC/DP2LT; ARPC/DPA NGB/A1PO | Selection and approval | Regular, Reserve | RegAF, AFR ANG | AFI 36-2005 |
| 10 | Resigning Regulars; PALACE CHASE/ FRONT; OPR - ARPC/DPA | Military Service Obligation | Reserve | AFR, ANG | AFI 36-3205, AFI 36-3207 |
| | | Receipt of Separation Pay | | | |
| | | Selection and approval | | | |
| 11 | Individual Commission, ANG; OPR - State/ Territory HQ | Request for Appointment by individual States/Territories | Reserve | ANG | AFI 36-2005 |

Attachment 3

WAIVERS FOR DEFERRED OFFICERS

A3.1. Waivers for Deferred Officers. For deferred officers requesting to be transferred to the AFR or ANG, all waiver requests, authorized in [Table A3.1.](#), require a Commander's letter justifying the selection of the individual, copies of the last five OPRs and appropriate Headquarters Indorsement. (T-3) See [paragraph 2.8.3.11.](#) for appropriate waiver approval authority.

Table A3.1. Waivers for Deferred Officer.

| R U L E | A | B | | C | D |
|------------------|--|---|-------------|-------------------------------|-------------------------------|
| | Current and Former Member Appointed from: | Current Non- Selection Status is: | | For appointment to ANG: | For appointment to AFR: |
| | | One Time | Two Time | | |
| 1 | Air National Guard | X | | Waiver Required | No Waiver Required |
| 2 | Air National Guard | | X | No Waiver Allowed | Waiver Required |
| 3 | Air Force Reserve | X | | Waiver Required | No Waiver Required |
| 4 | Air Force Reserve | | X | No Waiver Allowed | Waiver Required |
| 5 | Regular Air Force | X | | No Waiver Required | No Waiver Required |
| 6 | Regular Air Force | | X | Waiver Required | No Waiver Required |
| 7 | Regular Army, Navy, Marines, Coast Guard | X | | No Waiver Required | No Waiver Required |
| 8 | Regular Army, Navy, Marines, Coast Guard | | X | Waiver Required | Waiver Required |
| 9 | Reserve Army, Navy, Marines, Coast Guard | X | | No Waiver Allowed | No Waiver Required |
| 10 | Reserve Army, Navy, Marines, Coast Guard | | X | No Waiver Allowed | Waiver Required |
| 11 | Army National Guard | X | | No Waiver Allowed | No Waiver Required |
| 12 | Army National Guard | | X | No Waiver Allowed | Waiver Required |

Attachment 4

SAMPLE STATEMENTS OF UNDERSTANDING

A4.1. Complete all statements on plain bond paper and when completed, file in the MPerRGp.

A4.2. Reserve Medical Service Officers Orientation Course. "I, (*print or type name and SSN*), agree to attend Reserve Commissioned Officers Training, L3OQR4000-000, as soon as possible but not later than 1 year after I receive my commission as an officer of the medical service."

(*signature*) (date)

(*unit or authorized representative's signature*) (date)

(*witness" signature*) (date)

Note: All applicants for commission in the medical services for assignment to an AFR positions complete this statement.

A4.3. For All Health Care Practitioners Except Clinical Psychologists. "I, (*print or type name and SSN*), understand I must obtain a permanent, unencumbered, unrestricted state license for my specialty IAW AFI 44-119, Medical Quality Operations. I also understand failure to procure a license may lead to separation from the United States Air Force."

(*signature*) (date)

(*recruiter's signature*) (date)

A4.4. For All Clinical Psychologists. "I, (*print or type name and SSN*), understand I must obtain a permanent, unencumbered, unrestricted state license within 2 years after receipt of the award of the Doctorate degree. I also understand failure to procure a license may lead to separation from the United States Air Force."

(*signature*) (date)

(*recruiter's signature*) (date)

A4.5. Appointment as a Commissioned Officer. "I, (*print or type name and SSN*), understand my appointment as a commissioned officer in the United States Air Force is being accomplished prior to completion of the required National Agency Check.

I further understand that if, as a result of completion of the post commissioning investigation process, I am determined ineligible or unqualified for original appointment as an Air Force commissioned officer under the laws and instructions applicable on the date of accelerated appointment or the laws and instructions applicable on the date the investigation is finally reviewed by the Air Force, or if the investigation discovers information which, if known, could have permissively prevented tender of commission, I will be subject to discharge."

(*signature*) (date)

(*witness" signature*) (date)

A4.6. Appointment as a Chaplain Candidate. I (*print or type name and SSN*), understand to remain in the Chaplain Candidate Program, I must have a valid Ecclesiastical Endorsement DD Form 2088, *Statement of Ecclesiastical Endorsement* and be a full-time student pursuing a graduate-level degree from a qualifying education institution per DoDI 1304.28, *Guidance for the Appointment of Chaplains for the Military Departments* and AFI 52-102v2, *Chaplain Professional Development*. I also understand failure to maintain good standing in the Chaplain

Candidate Program, complete my education or maintain my ecclesiastical endorsement may lead to separation from the United States Air Force. Air Force needs will determine the need for reappointment and utilization as a chaplain of the Air Force or separation.

(signature) (date)
(witness" signature) (date)

A4.7. Conditional Tender of Appointment of DDS, DMD and OD. *Note:* Students take and execute the oath of office only after they graduate and furnish evidence the degree has been conferred and they have met all other requirements.

"I, (print or type name and SSN), understand I am being conditionally tendered an appointment, conditional on receipt of my qualifying degree, and failure to receive a qualifying degree by (date) will result in the conditional tender of appointment being revoked. On satisfying the requirements for appointment, I agree to serve a minimum of 3 years on active duty unless sooner relieved by proper authority. I further understand and agree my date of graduation and no other date will be used to compute my service, promotion and pay dates."

(signature) (date)
(witness" signature) (date)

A4.8. Appointment of MD, DO, DDS, or DMD in Sponsored Residency or Fellowship Programs. "I, (print or type name and SSN) understand, if appointed in the (see note below), continuation of the appointment is contingent on my completing the residency for which I was sponsored. On completing training, I must serve any active duty service commitment specified in AFI 36-2107, *Active Duty Service Commitments (ADSC)*. Failure to complete my training program will result either in utilization in another appropriate specialty, or separation, as determined by Air Force needs."

(signature) (date)
(witness" signature) (date)

Note: Type in Medical Corps (MC) or Dental Corps (DC) as appropriate.

A4.9. USAF Medical Technology or Hospital Dietetic Internship Programs. "I (print or type name and SSN), understand, if appointed in the Biomedical Sciences Corps (BSC), continuation of the appointment is contingent on my completing the (see note) internship. I agree to serve on active duty for a period of 3 years according to AFI 36-2107, *Active Duty Service Commitments (ADSC)* after I complete the internship. If I fail to complete the internship, my BSC appointment will be terminated. Air Force needs will determine the need for reappointment and utilization in the line of the Air Force, or separation."

(signature) (date)
(witness" signature) (date)

Note: Enter Medical Technology or Hospital Dietetic, as appropriate.

A4.10. Clinical Psychology Internship Program. "I (print or type name and SSN) understand, if appointed in the Biomedical Sciences Corps (BSC), continuation is contingent upon my completing the doctorate degree and clinical internship. I agree to serve on active duty for a period of 3 years according to AFI 36-2107, *Active Duty Service Commitments (ADSC)* after I complete clinical internship. If I fail to complete the doctorate or clinical internship, my BSC appointment will be terminated. Air Force needs will determine the need for reappointment and utilization in the line of the Air Force, or separation.

(signature)

(date)

(witness" signature)

(date)

A4.11. Appointment in the BSC as a Physical Therapist. "I, (print or type name and SSN), understand continuation of this appointment is contingent on completion of the Doctor of Physical Therapy degree. On completing the training, I must serve any active duty service commitment specified in AFI 36-2107, *Active Duty Service Commitments (ADSC)*. If I fail to meet the doctoral degree requirements, my BSC appointment will be terminated. Air Force needs will determine the need for reappointment and utilization in the line of the Air Force, or separation."

(signature)

(date)

(witness" signature)

(date)

A4.12. Appointment in the MSC as a Health Services Administrator (AFSC 41A1).

"I, (print or type name and SSN), agree to attend the Health Services Administration Course, J30BR41A1 001, as soon as possible but not later than 1 year after I receive my commission as an officer of the medical service."

(applicant signature)

(date)

(unit commander or authorized representative signature)

(date)

(witness' signature)

(date)

Note: All applicants for commission in the medical service corps complete this statement.

A4.13. Appointment in the BSC as a Bioenvironmental Engineer (AFSC 43E1). "I, (print or type name and SSN) agree to attend the Bioenvironmental Engineering Course, B30BY43E1 000/001/002/003/004, as soon as possible but not later than 1 year after I receive my commission as an officer of the medical service."

(applicant signature)

(date)

(unit commander or authorized representative signature)

(date)

(witness' signature)

(date)

Note: All applicants for commission in AFSC 43E1 in the biomedical sciences corps complete this statement.

A4.14. For Regular Officers, Guard/Reserve Line Officers, and Guard/Reserve Judge Advocates Applying for the Regular Air Force. 1. I am a Regular officer whose competitive category is:

____ Line

____ Judge Advocate

____ Biomedical Sciences Corps

____ Chaplain

____ Medical Corps

____ Medical Service Corps

____ Dental Corps

____ Nurse Corps

or

I am a Guard/Reserve officer whose competitive category is:

____ Line

____ Judge Advocate

2. I understand if my request for transfer is approved, I will be ordered into active military service with the Air Force and must serve an initial active duty service commitment (ADSC) of 4 years (3 years for chaplains) before I will be eligible for separation or release from active duty.

3. I understand the Secretary of the Air Force will assign my grade and date of rank at the time of my appointment.

4. I understand I may be assigned to a government-sponsored training program or a permanent change of station (PCS) to meet Air Force needs. If I must undergo such training or PCS, I understand I must serve any additional ADSC appropriate for the training I received or my PCS assignment according to AFI 36-2107, *Active Duty Service Commitments (ADSC)*.

officer's signature

(date)

(typed name, grade)

A4.15. For Other Uniformed Service Chaplain or Health Professional Guard/Reserve Officers Applying for the Regular Air Force. 1. I am a Guard/Reserve officer whose competitive category is:

____ Chaplain

____ Medical Corps

____ Biomedical Sciences Corps

____ Dental Corps

____ Nurse Corps

____ Medical Service Corps.

2. I understand the Secretary of the Air Force (SecAF) will assign my grade and date of rank at the time of my appointment.

3. I understand if my request for transfer is approved, I will be ordered into active military service with the Air Force and must serve an initial active duty service commitment (ADSC) of 4 years (3 years for chaplains) and I will be released from active duty after I finish my initial ADSC unless I receive a Regular Air Force appointment. I understand the SAF can release me from active duty before I complete my initial ADSC.

4. I further understand if I receive and accept a Regular Air Force appointment, my previous release from active duty is nullified and a change in law, instruction, or policy can require my separation.

5. If, after accepting a Regular Air Force appointment, I want to resign my commission and separate from active duty, I must resign under appropriate directives.

6. If I want release from active duty, I must apply under the appropriate directives. I understand such release depends on getting the approval of the SecAF.

officer's signature

(date)

(typed name, grade)

Attachment 5

OFFICER TRAINING PROGRAM DISENROLLMENT

A5.1. Requesting DD Form 785. The Military Services use DD Form 785, *Record of Disenrollment from Officer Candidate-Type Training*, to exchange information on individuals disenrolled from an officer candidate training program in any service and who later applies to another program. Send a request for the DD Form 785 to the appropriate authority listed in [Table A5.1](#).

Table A5.1. Requesting DD Form 785.

| R U L E | A | B | C | D |
|----------------------------|--|--|--|------------------|
| | If an individual has been disenrolled or eliminated from | and | then send the request to | See notes |
| 1 | AFROTC | has been disenrolled for 3 years or less | AFROTC/RRFD (Disenrollments Branch) 551 East Maxwell Blvd Maxwell AFB AL 36112-6106 | 1,2,3 |
| 2 | | has been disenrolled over 3 years | National Personnel Records Center Air Force Reference Branch (NPRC/NRPMF) 1 Archives Drive St Louis MO 63138 | 1,2,3,4 |
| 3 | Air Force OTS (TFOT) Program or the academic portion of the Airman Education and Commissioning Program (AECIP) | is on active duty with the RegAF | member's servicing military personnel flight (MPF) | 1,2,3,4 |
| 4 | | has no military status or obligation | NPRC/NRPMF (see rule 2C of this table) | 1,2,3 |
| 5 | | is in the AFR | ARPC/DPAR 18420 E. Silver Creek Ave, Bldg 390, Buckley AFB CO 80011 | |
| 6 | | is in the ANG and not on EAD | 24 TRS Registrar 501 LeMay Plaza North, Maxwell AFB AL 36112-5000. | |
| 7 | USAFA | | USAFA/DFRR (Office of the Registrar) 2354 Fairchild Drive Ste 6D106 USAF Academy CO 80840-6210 | 1,2,3 |
| 8 | US Military Academy (USMA) | | Personnel Office US Corps of Cadets, USMA West Point NY 10096-5000 | 1,2,3 |

| R | A | B | C | D |
|-----------|--|--|---|------------------|
| U | If an individual has been | | | |
| L | disenrolled or eliminated | | | |
| E | from | and | then send the request to | See notes |
| 9 | US Army Officer Candidate School (OCS) | | Commandant of school attended | 1,2,3,5 |
| 10 | US Army ROTC | has been disenrolled for 5 years or less | Professor of Military Science (PMS) of the school from which disenrolled | 1,2,3 |
| 11 | | has been disenrolled over 5 years | NPRC/NRPMF (see rule 2C of this table) | |
| 12 | US Naval Academy (USNA) | | Office of the Registrar USNA 589 McNair Road Annapolis MD 21402-5031 | 1,2,3 |
| 13 | Naval ROTC | | Chief, Naval Education & Training (Code N-1214) NAS Pensacola FL 32508-5000 | 1,2,3 |
| 14 | Naval OCS | | Navy Recruiting Command (Code N-312) OCS Programs 801 North Randolph Street Arlington VA 22303-1991 | 1,2,3 |
| 15 | Naval Aviation Officer Candidate Course (AVROC) | | Officer in Charge, Personnel Support Detachment Student Personnel Office Bldg 45, Room 218 NAS Pensacola FL 32508-5000 | 1,2,3 |
| 16 | Aviation Officer Candidate Course | | | 1,2,3 |
| 17 | Naval Flight Officer Candidate Course | | | 1,2,3 |
| 18 | Aviation Maintenance Duty Officer Course | | | 1,2,3 |
| 19 | Naval Officer Candidate (Aviation Intelligence Course) | | | 1,2,3 |
| 20 | US Coast Guard Academy (USCGA) | | Superintendent, USCGA New London CT 06320-5000 | 1,2,3 |
| 21 | US Coast Guard OCS | | Commanding Officer US Coast Guard Reserve Training Center Yorktown VA 23690-5000 | 1,2,3 |

| R | A | B | C | D |
|---|--|------------|---|------------------|
| U | If an individual has been | | | |
| L | disenrolled or eliminated | | | |
| E | from | and | then send the request to | See notes |
| 22 | US Merchant Marine Academy (USMMA) | | Registrar, USMMA 300 Steamboat Road Kings Point NY 11024-5800 | 1,2,3 |
| 23 | any US Marine Corps officer candidate training program | | USMC #2 Navy Annex Washington DC 20380-5000 | 1,2,3 |
| Notes: 1. Include the applicant's date of birth, social security number (SSN), and the date of discontinuance or disenrollment in the request for DD Form 785. 2. If the agency is unable to provide DD Form 785, a memorandum is acceptable if it contains all information usually provided on the DD Form 785 and states the DD Form 785 is unavailable. 3. For all applicants whose status does not fit under other rules, use the agency in rule 2C. 4. If the individual has been eliminated from the OTS (TFOT) for less than 1 year, request may be submitted to Air Force Recruiting Service, Officer Procurement Division (AFRS/RSOO), 550 D Street West Ste 01, Joint Base San Antonio-Randolph TX 78150-4527. 5. If individual has been eliminated from US Army OCS for more than 5 years, submit request to NPRC/Army Section, 1 Archives Drive, St Louis MO 63138. | | | | |

Attachment 6

FORMS/DOCUMENTS REQUIRED FOR APPOINTMENT

Table A6.1. Required Forms/Documents.

| | Form / Document | LAF | UFT | Chaplain | JAG | MC | DC | NC | MSC | BSC | Intraservice Transfer | Interservice Transfer | Comp Category Transfer | State to State Transfer | Appointment to: | | | Remarks |
|---|---|-----|-----|----------|-----|----|----|----|-----|-----|-----------------------|-----------------------|------------------------|-------------------------|-----------------|-----|-------|--|
| | | | | | | | | | | | | | | | ANG | AFR | RegAF | |
| 1 | AF Form 56 | X | X | X | X | | | | | | X | X | X | | | X | X | |
| 2 | AF Form 24 | X | X | X | X | X | X | X | X | X | | X | X | | X (note 1) | X | | Complete all blocks on AF Form 24 with "Yes/ No" or "N/A". Include exact dates; i.e., day/month/year |
| 3 | Applicant Briefing Item on Separation Policy (Attachment 8) | X | X | X | X | X | X | X | X | X | | | | | X | X | X | Attached as an annex to AF Form 24. Note: This is a requirement only for civilian applicants and enlisted members. |
| 4 | SF 86, EPSQ or Security Clearance Verification Memo (SCVM) | X | X | X | X | X | X | X | X | X | X | X | | | X | X | X | SCVF required for all UFT appointments. SF 86 or EPSQ not required if applicant had less than 1-year break in service with a National Agency Check Check (NAC) or higher clearance. Break in |

| | Form / Document | LAF | UFT | Chaplain | JAG | MC | DC | NC | MSC | BSC | Intraservice Transfer | Interservice Transfer | Comp Category Transfer | State to State Transfer | Appointment to: | | | Remarks |
|---|--|-----|-----|----------|-----|----|----|----|-----|-----|-----------------------|-----------------------|------------------------|-------------------------|-----------------|-----|-------|--|
| | | | | | | | | | | | | | | | ANG | AFR | RegAF | |
| | | | | | | | | | | | | | | | | | | service includes time in ISLRS. Applicants being considered for appointment prior to completion of the appropriate security investigation must sign Statement of Understanding (Attachment 4, paragraph A3.5.) |
| 5 | DD Form 369, <i>Police Record Check</i> , and/or other conduct documents | X | X | X | X | X | X | X | X | X | | | | | X | X | | |
| 6 | DJ Form FD-258, Fingerprint Card | X | X | X | X | X | X | X | X | X | | | | | | X | | |
| 7 | Social Security Card | X | X | X | X | X | X | X | X | X | | | | | X | X | X | Verification only. |
| 8 | AF Form 422, SF 88, or DD Form 2808 | X | X | X | X | X | X | X | X | X | X | X | X | X | X (Note 2) | X | X | Include the date of physical examination; date medically certified applicant was qualified |

| | Form / Document | LAF | UFT | Chaplain | JAG | MC | DC | NC | MSC | BSC | Intraservice Transfer | Interservice Transfer | Comp Category Transfer | State to State Transfer | Appointment to: | | | Remarks |
|----|---|-----|-----|----------|-----|----|----|----|-----|-----|-----------------------|-----------------------|------------------------|-------------------------|-----------------|-----|-------|---|
| | | | | | | | | | | | | | | | ANG | AFR | RegAF | |
| | | | | | | | | | | | | | | | | | | for commission. |
| 9 | SF 93, <i>Report of Medical History</i> , or DD Forms 2807-1 and 2807-2 | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | |
| 10 | AF Form 1288 | X | X | X | X | X | X | X | X | X | X | X | X | | X (Note 4) | X | | A letter requesting and authorizing conditional release may suffice in lieu of AF Form 1288. |
| 11 | AF Form 2030 | X | X | X | X | X | X | X | X | X | X | X | | X | X | X | X | Applicant responds to ALL questions by initialing appropriate block. |
| 12 | Certificate of Citizenship Statement | X | X | X | X | X | X | X | X | X | | X | | | X | | | Naturalized citizens only. Duplication of citizenship card is not authorized. Annotate certificate number on AF Form 24 |
| 13 | DD Form 785 | X | X | X | X | X | X | X | X | X | | X | | | X | X | X | Required for applicants eliminated from a commissioning program and applicants disenrolled |

| | Form / Document | LAF | UFT | Chaplain | JAG | MC | DC | NC | MSC | BSC | Intraservice Transfer | Interservice Transfer | Comp Category Transfer | State to State Transfer | Appointment to: | | | Remarks |
|----|--|-----|-----|----------|-----|----|----|----|-----|-----|-----------------------|-----------------------|------------------------|-------------------------|-----------------|-----|-------|--|
| | | | | | | | | | | | | | | | ANG | AFR | RegAF | |
| | | | | | | | | | | | | | | | | | | from ROTC after the second year. If the DD Form 785 does not provide sufficient information, send a request for additional facts to the appropriate authority or the MAJCOM responsible for the commissioning program. |
| 14 | AF Form 357 | X | X | X | X | X | X | X | X | X | | X | | | X | X | X | All applicants with dependents. Approved by Commander |
| 15 | AF Form 3010, <i>USAF Statement of Understanding for Dependent Care Responsibility</i> | X | X | X | X | X | X | X | X | X | | X | | | | | X | Only for applicants to the RegAF who have family members or a military spouse submit this form. Include the name, relationship, and date of birth of each family member (including |

| | Form / Document | LAF | UFT | Chaplain | JAG | MC | DC | NC | MSC | BSC | Intraservice Transfer | Interservice Transfer | Comp Category Transfer | State to State Transfer | Appointment to: | | | Remarks |
|--|---|-----|-----|----------|-----|----|----|----|-----|-----|-----------------------|-----------------------|------------------------|-------------------------|-----------------|-----|-------|--|
| | | | | | | | | | | | | | | | ANG | AFR | RegAF | |
| | | | | | | | | | | | | | | | | | | spouse) in the remarks section of the form. |
| 16 | Statements of Agreement and Understanding | X | X | X | X | X | X | X | X | X | X | X | X | | X | | X | as prescribed by component |
| 17 | Consolidated Certified Transcript of College Credits | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | intraservice transfer: only required if applicant does not hold AFSC and the AFSC applicant is projected against has mandatory education requirements IAW the AFOCD. |
| 18 | Certificate of AFOQT Scores | X | X | | | | | | | | X | X | | | X | X | X | only required if UFT applicant |
| 19 | Certificate of AFROTC Completion | X | X | | | | | | | | | | | | X | | | AFROTC graduates only |
| 20 | Commander's Request for Waiver (as appropriate) of any provisions of this instruction | X | X | X | X | X | X | X | X | X | X | X | X | X | X (Note 1) | X | X | If applicable. |
| ADDITIONAL PRIOR SERVICE APPLICANT DOCUMENTS | | | | | | | | | | | | | | | | | | |
| 21 | DD Forms 214/215, | X | X | X | X | X | X | X | X | X | | X | X | | X | X | X | |

| | Form / Document | LAF | UFT | Chaplain | JAG | MC | DC | NC | MSC | BSC | Intraservice Transfer | Interservice Transfer | Comp Category Transfer | State to State Transfer | Appointment to: | | | Remarks |
|--------|--|-----|-----|----------|-----|----|----|----|-----|-----|-----------------------|-----------------------|------------------------|-------------------------|-----------------|-----|-------|--|
| | | | | | | | | | | | | | | | ANG | AFR | RegAF | |
| | NGB Form 22, Discharge or Release Order, Discharge Certificate | | | | | | | | | | | | | | | | | |
| 2 2 | SF 180 | X | X | X | X | X | X | X | X | X | | X | | | X | X | X | Used to authorize release of the applicants master personnel record (MPerR). If a copy of the MPerR is not available, the applicant provides the documents in item 22. |
| 2 3 | Prior Service Documentation | X | | X | X | X | X | X | X | X | | X | X | | X | X | X | Include: Performance reports, statement the applicant does not currently have failed promotion status, Oath of Office, verification of completed security investigation and clearance, promotion and grade history (to determine the position on the ADL |

| | Form / Document | LAF | UFT | Chaplain | JAG | MC | DC | NC | MSC | BSC | Intraservice Transfer | Interservice Transfer | Comp Category Transfer | State to State Transfer | Appointment to: | | | Remarks |
|--|--|-----|-----|----------|-----|----|----|----|-----|-----|-----------------------|-----------------------|------------------------|-------------------------|-----------------|-----|-------|---|
| | | | | | | | | | | | | | | | ANG | AFR | RegAF | |
| | | | | | | | | | | | | | | | | | | or the RASL), Records Review RIP, Reserve point credit summary |
| 24 | DD Form 368 | X | X | X | X | X | X | X | X | X | | X | | | X | X | X | Follow procedures established by the parent service to initiate the transfer request. |
| ADDITIONAL UFT APPLICANT/RATED OFFICER DOCUMENTS | | | | | | | | | | | | | | | | | | |
| 25 | Pilot Candidate Selection Method (PCSM) Score | | X | | | | | | | | X | X | X | | X | X | X | UFT applicants only |
| 26 | Private Pilots License | | X | | | | | | | | X | X | X | | | X | X | UFT applicants only (if applicable) |
| 27 | AF Form 215, Aircrew Training Candidate Data Summary | | X | | | | | | | | X | X | X | | | X | | UFT/CSO/ABM applicants only |
| 28 | Flying Evaluation Board Proceedings | | | | | | | | | | X | X | | | X | | | Rated officers only. |
| 29 | Aeronautical Rating Board Proceedings | | | | | | | | | | X | X | | | X | | | Rated officers only |
| 30 | Revalidation of | | | | | | | | | | X | | | | X | | | Rated officers only |

| | Form / Document | LAF | UFT | Chaplain | JAG | MC | DC | NC | MSC | BSC | Intraservice Transfer | Interservice Transfer | Comp Category Transfer | State to State Transfer | Appointment to: | | | Remarks |
|---|---|-----|-----|----------|-----|----|----|----|-----|-----|-----------------------|-----------------------|------------------------|-------------------------|-----------------|-----|-------|---|
| | | | | | | | | | | | | | | | ANG | AFR | RegAF | |
| | Aeronautical Orders | | | | | | | | | | | | | | | | | |
| ADDITIONAL CHAPLAIN CORPS APPLICANT DOCUMENTS | | | | | | | | | | | | | | | | | | |
| 31 | DD Form 2088 | | | X | | | | | | | X | X | X | | X | X | X | |
| 32 | NGB-HC Interview | | | X | | | | | | | X | X | X | | X | | | |
| ADDITIONAL JUDGE ADVOCATE GENERAL'S CORPS APPLICANT DOCUMENTS | | | | | | | | | | | | | | | | | | |
| 33 | Juris Doctor (J.D.) by an ABA-approved law school | | | | X | | | | | | | X | X | | X | X | X | See AFI 51-101 for requirements for law student applicants |
| 34 | Certificate of Admission to Bar, current legal standing | | | | X | | | | | | | X | X | | X | X | X | |
| 35 | Interview by Active Duty Judge Advocate | | | | X | | | | | | | X | X | | X | X | X | |
| 36 | All OPRs | | | | X | | | | | | X | X | X | | X | X | X | Only last three required for intraservice transfer |
| ADDITIONAL HEALTH PROFESSIONAL APPLICANT DOCUMENTS | | | | | | | | | | | | | | | | | | |
| 37 | Air Force Centralized Credentials Verification Office (AFCCVO) Form | | | | | X | X | X | | X | | X | X | | X | X | X | Copies of credentials no longer needed if data regarding the credential is supplied in the AF Form 1540 |
| 38 | National Practitioner | | | | | X | X | X | | X | | X | X | | X | | | |

| | Form / Document | LAF | UFT | Chaplain | JAG | MC | DC | NC | MSC | BSC | Intraservice Transfer | Interservice Transfer | Comp Category Transfer | State to State Transfer | Appointment to: | | | Remarks |
|----|---|-----|-----|----------|-----|----|----|----|-----------------|-----|-----------------------|-----------------------|------------------------|-------------------------|-----------------|-----|-------|---|
| | | | | | | | | | | | | | | | ANG | AFR | RegAF | |
| | Data Bank Query | | | | | | | | | | | | | | | | | |
| 39 | Federation of State Medical Boards | | | | | X | X | X | | X | | X | X | | X | | | Not required if the provider has not had a practice prior to 1 January 1995 |
| 40 | AF Form 1540 | | | | | X | X | X | | X | | X | X | | X | | | |
| 41 | AF Form 1562 | | | | | X | X | X | X (Reg AF only) | X | | X | X | | X | | X | |
| 42 | National Dental Examination, Part 1 and 2 | | | | | | X | | | | | | | | | X | X | |

Notes:

1. Requires TAG indorsement.
2. With State Air Surgeon Approval Stamp, NGB/SG Approval Stamp, AETC/SG Approval Stamp, or approved MEPS physical. The AF Form 422 is completed by unit medical personnel and is valid for a period of two years from the date of physical examination.
3. RegAF enlisted personnel applying for commission in the MSC under **Chapter 6** do not submit physical examination documents unless selected for appointment.
4. Conditional release is only required for officers transferring to the ANG from another component

Attachment 7**TENDER OF RESIGNATION STATEMENT**

I, Captain JOHN DOE, 000-00-0000, hereby tender my resignation from all appointments in the (losing competitive category). I request my resignation be accepted contingent upon my acceptance of an appointment in the (gaining competitive category), effective as of the day preceding the date on which I accept the appointment. I understand I will incur an active duty service commitment of 2 years from the date of acceptance of the appointment in the (gaining competitive category).

(signature)

(date)

JOHN DOE

SSN 000-00-0000

PRIVACY ACT STATEMENT

AUTHORITY: Title 10 USC Section 8013 and AFI 36-2005, *Officer Accessions*.

PURPOSE: Before officers can be officially reappointed (transferred), after losing constructive service credit, they must tender a resignation from the losing competitive category. This letter serves to transmit (tender) such resignation.

ROUTINE USES: None. Furnishing the information is voluntary. If requested information is not submitted, officers will remain in their current competitive category.

Attachment 8

APPLICANT BRIEFING ITEM ON SEPARATION POLICY

A8.1. Brief applicants, prior to the commissioning oath, as follows:

A8.1.1. As military members, you occupy a unique position in society. You represent the military establishment. This special status brings with it the responsibility to uphold and maintain the dignity and high standards of the US Armed Forces at all times and in all places. The Armed Forces must also be ready at all times for worldwide deployment. This fact carries with it the requirement for military units and their members to possess high standards of morale, good order and discipline, and cohesion. As a result, military laws, rules, customs and traditions include restrictions on your personal behavior that may be different from civilian life. Members of the Armed Forces may be involuntarily separated before their term of service ends for various reasons established by law and military regulations. Some unacceptable conduct may be grounds for involuntary separation, such as:

A8.1.1.1. You establish a pattern of disciplinary infractions, discreditable involvement with civil or military authorities or you cause dissent, or disrupt or degrade the mission of your unit. This may also include conduct of any nature that would bring discredit on the Armed Forces in the view of the civilian community.

A8.1.1.2. Because of parental responsibilities, you are unable to perform your duties satisfactorily or you are unavailable for worldwide assignment or deployment.

A8.1.1.3. You fail to meet the fitness standards.

A8.1.2. Provide a typed copy of the following to each applicant prior to the commissioning oath:

***RESTRICTIONS ON PERSONAL CONDUCT IN THE ARMED FORCES**

Military life is fundamentally different from civilian life. The military has its own laws, rules, customs, and traditions, including numerous restrictions on personal behavior that may be acceptable in civilian society. These are necessary because military units and personnel maintain the high standards of morale, good order and discipline, and unit cohesion essential for combat effectiveness.

The Armed Forces must be ready at all times for worldwide deployment. Military laws and regulations, including the Uniform Code of Military Justice, apply to service members at all times, both on base and off base, from the time the member enters the service until the member is discharged or otherwise separated from the Armed Forces.

*Members of the Armed Forces may be involuntarily separated before their term of service ends for various reasons established by law and military regulations, such as: (a) member may be separated for a pattern of disciplinary infractions, a pattern of misconduct, commission of a serious offense, or civilian conviction, (b) a member who has been referred to a rehabilitation program for personal drug and alcohol abuse may be separated for failure through inability or refusal to participate in, cooperate in, or successfully complete such a program, (c) a member may be discharged by reason of parenthood, if it is determined the member because of parental responsibilities, is unable to perform his or her duties satisfactorily or is unavailable for worldwide assignment or deployment, or (d) a member may be separated for failure to meet service fitness standards.